



November 19 & 20, 2016 ❖ 10 a.m. to 5 p.m. ❖ Scottsdale, AZ

Dear Author/Publisher,

The ArtFest™ of Scottsdale is a juried fine art festival that features 175 independent fine artists, authors, jazz and contemporary musicians, great food and a hands-on children's area. Parking is close and FREE. All the parking around Scottsdale City Hall is available for parking.

Enclosed is the Arizona Authors/Publishers application for participation. Please email or include a separate page of information on each participating author with their biography and other promotional information and contact information (website, email, phone) for the website. Please submit all information by September 13, 2016.

Author/publisher is solely responsible for the collection and remittance of sales tax to the State of Arizona and the City of Scottsdale. You must have submitted your paperwork for your city sales permit prior to the festival. The City of Scottsdale does check them all! Tax forms and instructions will be enclosed with the acceptance letter along with more set up instructions.

Festival advertising includes local public radio (KJZZ and KBAQ), and print media including the Arizona Republic, along with calendar listings in many publications and websites to promote the festival. Email messages and post cards are sent to 1000s of past festival attendees, with a select group receiving VIP passes. Featured authors will have an image of their book, bio and other information included in this year's press releases and website promotions. We will have a page on the 888artfest.com website for the featured authors with a link to their own website or publisher for book sales. The festival program lists all participants and their festival location.

Andrew Maguire & Associate's is proud to include the Authors and Publishers as part of the writing arts at the 21st annual ArtFest™ of Scottsdale. For questions call us at (480) 968-5353 or write us at P.O. Box 3258, Tempe, AZ 85280-3258, or e-mail us at info@888ArtFest.com. We look forward to receiving your application and hope to see you in Scottsdale on November 19 & 20, 2016!

Sincerely,

Andrew Maguire
Festival Director

FOR OFFICE
USE ONLY:

SPACE#:

DATE:

SLR Y / N

STATUS:

APP NO.

SPACE SIZE:

AMT:

ELEC Y / N

STATUS DATE:

DATE:

ArtFest™ of Scottsdale

November 19 & 20, 2016- 10am to 5pm

Booth must be staffed during all festival hours

www.888artfest.com • info@888artfest.com

ARIZONA AUTHORS/PUBLISHERS APPLICATION

Deadline September 13, 2016

AUTHOR/PUBLISHER: _____

CONTACT NAME: _____ PHONE: _____

EMAIL: _____ FAX: _____ WEBSITE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Arizona Sales Use Tax #: _____ Scottsdale Use Tax #: _____

Every participant of ArtFest™ is responsible for taxes to the City of Scottsdale and the State of Arizona.

OPTION 1: \$200 6' Table with 2 chairs NO canopy

OPTION 2: \$350 10'X10' Space with canopy (no sides) two 6' tables and 4 chairs

ELECTRIC FEES: \$35 110volts/15amps or less (Please call for prices if you need 220volts)

LATE FEE: \$45 late fee if application and fees are not received by September 13, 2016
NO REFUNDS AFTER September 13, 2016

**Mail application with a check payable to: Andrew Maguire & Associates (AMA, LLC.)
PO Box 3258, Tempe, AZ 85280-3258**

VISA MC AMEX DISCOVER # _____ AMT \$ _____ EXP DATE _____

Credit card address (if different from above) _____
3 digit security code (AMEX 4 digit code) _____ City, State, Zip Code

Participant by signing this letter, will hereby release and forever discharge ArtFest™ of Scottsdale, Andrew Maguire & Associates, LLC, the City of Scottsdale, the Scottsdale Cultural Council, and all sponsoring organizations and their directors, employees, agents, and volunteers from any responsibility for any injury or loss, and agrees to abide by the ArtFest™ rules and regulations attached hereto and incorporated by reference herein.

Signature _____

Date _____

I have read & agree to abide by the ArtFest™ rules and regulations. I understand that this application does not guarantee a space & agree to abide by the decision made by the ArtFest™ jury.

ARTFEST™ 2016 OF SCOTTSDALE RULES AND REGULATIONS

1. Author must personally attend his/her exhibit for a minimum of 2 hours during the festival. The assigned space must be staffed during all festival hours 10am – 5pm both days. Author/publisher and all representatives must stay in assigned space – no roaming, hawking, or interrupting other participants of the event.
2. It is Andrew Maguire & Associates' sole obligation to furnish assigned exhibit space. Services of any other nature shall be requested by the participant writing at least 30 days prior to the Festival.
3. Participant shall be liable for delivery, handling, erection and removal of displays and materials. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped or otherwise affixed to the wall, the ground or any part of the exhibition area in such a way to damage the area. Andrew Maguire & Associates prohibits the installation and operation of any exhibits not meeting its approval. Andrew Maguire & Associates., in its sole discretion, may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the Festival.
4. Set-up for the Festival may begin when all spaces in your area are marked correctly and approved by the Director. Due to police and Fire Department parking restrictions during Festival hours, set-up must be completed and all vehicles removed by 9:00 a.m. both Saturday and Sunday. Thereafter, it will be necessary for you to park outside the festival area and carry your display in.
5. Takedown! The festival ends at 5 p.m. on Sunday. The Civic Center Mall is open to local business. All booths and artwork must be removed from the area by 10pm. *No exceptions!*
6. The City of Scottsdale, AZ, the Scottsdale Cultural Council and Andrew Maguire & Associates. will not be liable for refunds or any other liabilities whatsoever for failure to fulfill these terms and conditions, due to the unusable condition of the area in which the Festival is to be produced, caused by, but not limited to, fire or other calamity, any act of God, public enemy, strikes, statutes, ordinances of any legal authority or any cause beyond Andrew Maguire & Associates' control. Participants' liability insurance is required and must be obtained by and at vendors' expense. Andrew Maguire & Associates assume no risk.
7. Participant, by signing the application, will hereby release and forever discharge ArtFest™, Andrew Maguire & Associates. (AMA), the Scottsdale Cultural Council., the City of Scottsdale and all sponsoring organizations, their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with his/her participation in ArtFest™. The City of Scottsdale & Andrew Maguire & Associates will not be responsible for any injury sustained by the participant and/or guests while within space designated for exhibits. Further, author understands that he/she stores his/her books, equipment, & supplies at his/her own risk.
8. Participant is solely responsible for the collection and remittance of sales tax to the City of Scottsdale and the State of Arizona. *(A city representative may contact you during the festival.)*
9. No waivers, modifications or amendments shall be valid unless approved in writing by the Director of ArtFest™. Venue for all legal proceedings arising from violations of these terms and conditions must be initiated in Maricopa County, Arizona.
10. **NO FEES WILL BE REFUNDED AFTER ACCEPTANCE.** All cancellations must be received in writing. There is a **\$45.00 fee for all returned checks.**