



THE CEDAR SPRINGS MERCHANTS ASSOCIATION PRESENTS THE
4th ANNUAL CEDAR SPRINGS ART FESTIVAL

SATURDAY, APRIL 28, 2012 | 10:00 AM TO 9:00 PM

FESTIVAL RULES AND REGULATIONS

APPLICATION INFORMATION

Incomplete applications will be returned with payment. The CSMA, Inc. has the right to approve or deny any application. Please provide accurate and correct information on the application.

The application deadline is **Friday, April 13, 2012 at 5:00PM**. No applications will be accepted after this date. There is no exception.

Applications and payment are to be mailed to

**CSMA, Inc.
3824 Cedar Springs Rd., # 369
Dallas, Texas 75219.**

Cash is not accepted. Payments must be check, money order, or credit card. Applications with credit card payments can be mailed to the address above or **faxed to (214) 432-5500**.

SET-UP INFORMATION

Cedar Springs Road (between Reagan and Knight) will be closed from 7:00 AM to 12:00 AM on the day of the festival. Set-up time starts at 7:30 AM. All artist / vendors must be checked in with a festival coordinator no later than 9:00 AM. **All artist / vendors must be in their space and fully set-up by 9:45 AM. There are no exceptions to this rule.**

STRIKE INFORMATION

Tear down will begin at 10:00 PM (the close of the festival) and all artist / vendors must be cleared of their space no later than 11:00 PM. The City of Dallas special event permit states that the street must be opened at 12:00 AM.

LOADING AND UNLOADING

You will be given exact load-in and load-out instructions upon application approval. You will be able to drive-thru the street during early hours to unload only. Vehicles must not be parked in the street for more than 30 minutes. You are responsible for timing. Vehicles will be ticketed if left unattended or remain in the loading zones for more than 30 minutes. All vehicles must be cleared by 9:15 AM. Event staff will be on site to assist in traffic control if necessary. Please follow all instructions given by the event staff and the police officers.

FAMILY FRIENDLY FESTIVAL

The Cedar Springs Art Festival is family friendly festival for the community. Please be respectful of the community. Please do not display artwork that is vulgar or of a sexual nature.

ELECTRICITY POLICY

If you purchase the electrical outlet option on the application, this is just the access to an electrical outlet, which is (1) outlet per space. You must provide any and all extension cords and power strips that you need. The outlet is not more than 20 feet from your space. The CSMA, Inc. is not responsible for any damage due to electrical extension cords, etc.

TENT INFORMATION

If you supply your own tent, please remember that may need to be weighted due to the weather. Please make arrangements. The CSMA, Inc. is not responsible for any damages that your tent causes to you or others. If you choose to rent a tent from the CSMA, Inc, that tent will be weighted upon set-up and include (1) 10 x 10 Tent, (1) Table, and (2) Chairs.

WEATHER POLICY

In the event of extreme weather, including but not limited to rain, the CSMA, Inc. reserves the right to cancel the festival. In the event of a cancellation, festival fees will not be refunded but the event will be rescheduled. Special rules will apply.

TRASH POLICY

Please help maintain trash by policing your space. Do not leave any items behind after the event. You are responsible to leave the space clean. There will be trash cans located along the street for you and the attendees. A large trash container will be on-site for larger trash items.

CONTACT INFORMATION

If you have any additional questions regarding the Cedar Springs Art Festival, please contact:

**David Berryman | Bravo Event Groups
(214) 432-5890 | david@bravogroups.com**

Application and pricing is subject to change without notice. CSMA, Inc. is a 501 (C) 6 organization.

CEDAR SPRINGS RD



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ARTIST / VENDOR APPLICATION

Check One: Artist Food & Beverage Non-Profit For-Profit Other

Organization Name (if applicable): _____

Artist / Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail Address: _____

Description of items being displayed (and medium) or sold: _____

All space is approximately 10' x 10' on solid concrete. All artist / vendors are required to bring all necessary supplies for their space. Electrical extension cords are not supplied by the festival. Please check the appropriate options and include the correct fee.

- One (1) 10' x 10" Space - One (1) Space Only \$175.00
- One (1) Electrical Outlet - One (1) Outlet Only \$25.00
- One (1) 10' x 10' Tent, One (1) Table, Two (2) Chairs \$125.00
(tent rental does NOT include the space)

Amount Enclosed: \$ _____

Make checks / money orders payable to **CSMA, Inc.** Cash is not accepted. Fill out the section below to submit a credit card payment. A receipt will be given (after confirmation) if requested.

VISA MC AMEX DISCOVER (CIRCLE ONE) CARD #: _____

NAME ON CARD: _____ EXP DATE: _____

BILLING ZIP CODE: _____ SECURITY CODE (ON BACK): _____

AMOUNT TO CHARGE: \$ _____ SIGNATURE: _____

Upon processing and approval, a confirmation will be e-mailed (or by phone) with further information regarding the Cedar Springs Art Festival, including tips, tricks, and day-of information.

I have read this application and rules (on the reverse of the application) in its entirety. Further instructions and policies may be stated after application has been processed and approved. I understand that the Cedar Springs Art Festival (CSMA, Inc.) shall not be liable for any claim or loss or damage of any kind my exhibit or myself and I agree to release and hold them harmless for such liability. I understand that failure to follow any of the listed conditions and requirements for participation in the festival will be grounds for dismissal (without refund) from the festival. If paying with credit card you assume all transaction fees and agree to the credit card terms.

Signature

Date