



1935 1/2 W. North Ave. • Chicago, IL 60622 • p: 773-342-6777 • f: 773-342-4515 • www.aroundthecoyote.org • gallery@aroundthecoyote.org

FESTIVAL EXHIBITOR AGREEMENT

Please sign and return in person or by mail by JULY 14 at 6pm along with the \$65 exhibitor fee.

Participation is not confirmed until agreement is signed and returned and payment is received. Failure to return agreement by deadline could result in loss of exhibition space in festival.

Exhibitor First Name: _____ Last Name: _____

Exhibitor Mailing Address: _____

Exhibitor Email: _____

Exhibitor Website: _____

Exhibitor Phone: _____

Please initial all appropriate boxes to confirm you have read and agree with all elements of this contract.

Festival Hours: 2007 Around the Coyote Fall Arts Festival: October 12-14, 2007
Thursday, October 11 from 8pm- 12am: Opening Night Party at the Around the Coyote Gallery
Friday, October 12 from 5-6pm: press preview
Friday, October 12 from 6-10pm: visual art venues open to the public
Saturday, October 13 from 11am-10pm: visual art venues open to the public
Sunday, October 14 from 11am- 6pm: visual art venues open to the public

I understand that I, or my designated helper, must be present at my booth throughout all festival hours.

Exhibitor Fee:

I have included a check or money order for my \$65 exhibitor fee payable to Around the Coyote. This fee is non-refundable, even if you drop out of the festival. \$15 will be charged for bounced checks. Your space in the festival will not be confirmed until we receive your contract (signed and with all appropriate boxes checked) and your exhibitor fee. **Artists showing in their own studios do not owe an exhibitor fee, but must return the signed contract.**

Exhibitor Check In:

Exhibitor check in is Thursday, October 11 from 11:30am to 9pm and Friday, October 12 from 11:30am to 3pm. Check in is at the Around the Coyote Gallery and office (1935-1/2 W. North Avenue). Before installing your work, all exhibitors must first check in at the Around the Coyote office to collect their gift bags, exhibitor and helper passes and receive any last minute festival information. Each exhibitor will receive one free festival catalog in their gift bag. This is your only opportunity to get a free catalog. Free catalogs will not be given out after check-in ends.

I understand that I must check in at the Around the Coyote office between Thursday, October 11 at 11:30am and Friday, October 12 at 3pm, or my festival exhibition space will be used for another festival purpose.

Installation Deadlines:

Exhibitor agrees to have work completely installed and ready for the public by Friday, October 12 at 5pm. The installation of artwork is to take place at the following times only: **Thursday, October 11 from 12-9pm** and **Friday, October 12 from 12- 5pm**. Exhibitors who have not shown up to install their work Friday, October 12 at 3pm will be considered “no shows” and their spaces will be donated to non-profits or used for some other festival purpose. ‘No show” exhibitors will not be invited to exhibit in future festivals.

- I will have my work completely installed by Friday, October 12th at 5pm.
- I understand that if I do not show up to install by Friday, October 12th at 3pm I will loose my festival booth space and not be invited back to exhibit in an Around the Coyote festival.

Artists Showing in their Own Neighborhood Studios:

Artists showing in their own neighborhood studios do not owe an exhibitor fee, but they must return this signed contract. Studio artist agrees to have work completely installed and ready for the public by Friday, October 12 at 5pm. Studio artist agrees to keep their studio open to the public throughout the festival hours. Around the Coyote is not responsible for the theft or damage of artwork during the festival weekend.

- I will have my work completely installed by Friday, October 12th at 5pm.
- I understand that I alone am responsible for the safety of artwork and personal belongings in my studio while it is open to the public.

Delivery and Insurance of Artwork:

It is the exhibitor’s responsibility to coordinate and pay for the delivery of all artwork to and from their venue in a timely manner that facilitates installation by the dates and times specified above. Insurance for all artwork during the festival, installation, or deinstallation or while artwork is in transit is the responsibility of the exhibitor. ATC is not responsible for reimbursement in the case of theft or damage during the duration of the festival.

- I understand that insurance for all artwork is my responsibility and I will not hold Around the Coyote responsible for any theft of damage to my artwork throughout the festival.

Lights:

Around the Coyote only provides wall space and an electrical outlet (and in some instances floor space). We do not provide lights for your artwork. You will need to bring 3-6 clamp lights and bulbs to sufficiently light your booth. We only allow energy efficient bulbs to be used by our exhibitors. The reason for this (besides the fact that it is better for the environment) is that use of non-energy efficient bulbs will overload the circuits in our venues causing blackouts for all exhibitors. Energy efficient bulbs are marked with this logo



Energy efficient bulbs can be purchased for \$10 each from the Around the Coyote office, but they are cheaper at most home improvement stores such as Home Depot. Around the Coyote reserves the right to remove any lights that are not energy efficient.

- I understand that I must provide my own energy efficient clamp lights for my booth space.
- I understand that I will need at least 3 clamp lights for my booth, but may not install more than 6 clamp lights.

Walls:

Each exhibitor must provide their own hanging material, paint, brushes, spackle, tools etc.... Unfortunately, due to the nature of our festival, we cannot provide ideal, gallery-style exhibition spaces. The walls in the historic **Flatiron Arts Building** have been through it all and you may feel the need to paint your space. If you paint your exhibition wall you can only use white paint. Any exhibitors painting their walls with any color other than white will not be permitted to exhibit in the festival. This is on order of the building management, who generously donate space in their building to Around the Coyote, and must be strictly adhered to. Also, after the festival you are required to remove any hardware and spackle and sand any holes you have made, so please keep this in mind when installing.

I understand that if I am placed at the Flatiron Arts Building, I will remove all hardware after the festival and spackle and paint any holes I make in the walls.

I understand that if I am placed at the Flatiron Arts Building, I will only paint using white paint.

The usable walls at **Preferred Lofts and West Town Center** are made of compressed plywood. Some will be painted white, some will be raw wood, some may even be painted purple with plaid polka dots. You can visit your walls to see if you want to paint them as early as October 11th at noon. Under no circumstances can you use the brick walls or windows at the West Town Center or Preferred Lofts space for hanging art or anything else – even if you have a Project Space. If this is going to be a problem, you need to speak with the executive director of Around the Coyote. You are required to remove all hardware from your walls at Preferred Lofts and West Town Center after the festival is over.

I understand that if I am placed at the Preferred Lofts or West Town Center, I will remove all hardware and spackle and paint any holes I make in the walls after the festival.

I understand that if I am placed at the Preferred Lofts or West Town Center, I am not permitted to use the brick walls or windows to hang artwork.

Festival Booth Assignments:

Your wall space is assigned by Allison Stites, the executive director of Around the Coyote, and corresponds to your location listed in the festival catalog. You may not switch locations. Please know that we do our best to satisfy all of your requests when placing you in the festival. If we were not able to give you exactly what you requested, it is for a good reason. If you would like to know that reason, feel free to call the office 773-342-6777 and ask for Allison. Only Allison can answer questions about locations, so if she is unavailable leave a message and she will get back to you as soon as possible.

I understand that I may not switch festival booth spaces with any exhibitor.

Showing in a Local Business or Studio:

If you are showing in a local business or studio, you should visit the space before the festival to get a feel for what your exhibit there will mandate and to schedule the set up of your artwork with the store owner or manager. Around the Coyote is not responsible for these details and is relying on you to represent us and yourself in a courteous, professional manner. Remember, it is a privilege to have the opportunity to display your work in a unique retail setting and should be treated accordingly. If you feel that there is an irresolvable problem with the location, please contact us and we will try to rectify the situation. While some of these locations receive less traffic, a benefit to showing there is that, depending on your arrangement with the business owner, you may have more freedom to visit the rest of the festival. We also encourage you to create a relationship with your business owner. If they show art there during the festival, they may be interested in showing art throughout the year. Around the Coyote or its venues are not liable for any damage or theft suffered by your work during install, during public hours of the festival or during deinstall.

I understand that if I am placed in a local business or studio it is my responsibility to set up installation and deinstall times with that business and adhere to all their specifications in terms of installation procedures on their walls.

I understand that if I am placed in a local business or studio they are not liable of the theft or damage of my work. It is my responsibility to watch my artwork.

Security:

As an exhibitor, you are solely responsible for the security, promotion, and care of your artwork throughout the entire 4-day event. The major venues will be locked at the closing of each day, but the Flatiron Building is a live/work space and there are many people who come and go at will. Leaving your artwork up overnight in the Flatiron is at your own risk. During the festival you might want to talk to exhibitors showing at the same location and make arrangements to exchange sitting duty. You are also given one helper pass for the festival. This allows you to bring someone you trust to watch your booth when you cannot be at your booth. If you are witnessing a security problem including any threatening or suspicious activity please call the ATC office right away at 773-342-6777, or if warranted 911. Around the Coyote is not liable for any damage or theft suffered by your work during install, during public hours of the festival or during deinstall.

I understand that I am solely responsible for the safety of my work during the installation, during the festival weekend and during deinstallation. I do not hold Around the Coyote or its venues accountable for any theft or damage of my artwork.

Publicity Materials:

Postcards and posters will be available for pick-up at our office, 1935 ½ W North Ave by early August. We encourage you to send the postcards (we make enough for each exhibitor to get 100) out to your mailing list. This will increase visibility for the festival, as well as, focus traffic to your location. The postcards cost .26 cents to mail and we encourage you to include a sticker with your location in the festival. Please post as many posters all over the city and suburbs as possible. We will also be emailing every exhibitor with a festival email announcement to send out to all your friends and family. All images submitted for inclusion in the Around the Coyote Festival may be used in promotional print and press materials.

I understand that as an exhibitor I have a stake in publicizing the festival and will do all that I can to distribute postcards, posters and email announcements for the festival.

I understand that all images submitted for inclusion in the Around the Coyote Festival may be used in promotional print and press materials.

Parking:

Parking during install and during the festival is only available on the street, much of which is metered. There is no loading or unloading zone for any of our venues. It is survival of the fittest. Police in the area are quick to ticket and tow, so be careful.

Sales Commissions and Sales Tax:

100% of all sales made at your booth go to the exhibitor. Around the Coyote does not take a percentage of sales made at festival booths. Artists exhibiting work in the Curator's Choice exhibition at the Around the Coyote Gallery agree to give Around the Coyote a 35% commission from the sale of the specific pieces exhibited in the Around the Coyote Gallery (1935-1/2 W. North Ave.). Chicago sales tax is 9%. If you have a business number and otherwise collect sales tax, you must also collect sales tax at the festival. If your art sales can be defined as "occasional in nature" and you do not ordinarily collect and pay sales tax in the course of your business, then you do not need to collect sales tax at the festival. For legal purposes, the festival is generally considered to be similar to yard sales (no reflection intended!) at which sales tax is not collected.

Catalogs and T-Shirts:

Catalogs will be available for sale throughout the festival. Each exhibitor gets one free catalog in their gift bag and can buy additional copies for \$3 each. T-shirts will also be available by October 8th and will cost \$5 - \$8 depending on the style for festival exhibitors and \$10 - \$12 for everyone else. Our catalogs are used throughout the year by many collectors, and our curating staff, to reference artists. For this reason, we encourage you to include your contact information in the catalog.

- Yes, include my email address in the Festival Catalog.
- Yes, include my phone number in the Festival Catalog
- No, please do not put any of my contact information in the Festival Catalog.

Tickets and Passes:

Each exhibitor will be provided with one Exhibitor Pass to be worn while they are at their booth. Your Exhibitor Pass also gets you in to all festival venues, performances and parties free of charge. One Helper Pass will also be provided to enable a friend to help you watch your festival booth. All tickets for friends and family must be purchased.

Festival Day Pass: \$10 (includes all parties, visual art, literary, film, music, and theatre venues all day long)

All-Access Weekend Festival Pass: \$40 (includes parties and all venues all weekend long).

To purchase Festival Day Passes or All-Access tickets for your friends and family in advance call 773.342.6777.

Tickets are also sold at the door throughout the festival. All-Access tickets are good for any performance throughout the weekend while seating is available. We recommend getting to any performance 30 minutes early to assure seating. Tickets held at Will Call can be picked up at the Around the Coyote Gallery and office 1935-1/2 W. North Avenue.

Contacts:

ATC office: 773-342-6777 call with general questions related to the festival.

Allison Stites, Executive Director, Allison@aroundthecoyote.org

Jessica Cochran, Festival Coordinator, Jessica@aroundthecoyote.org

Anthony Abbinanti, Communications Director, Anthony@aroundthecoyote.org

You may also talk to the volunteers at the door to your venue or any Around the Coyote staff member (you will know them by their staff badges) periodically walking around the festival.

Additional Artist Advertising in our Catalog:

Around the Coyote is pleased to announce additional advertising opportunities for festival artists.

Ad spaces in our 2007 Festival Catalog are available to artists at the following discounted rates:

full page color ad. size: 5.25 inches wide x 8 inches high. includes up to 4 additional images....\$350

½ page color ad. size: 5.25 inches wide x 4 inches high. includes up to 2 additional images....\$200

¼ page color ad. size: 2.5 inches wide x 3.5 inches high. includes up to 1 additional image....\$150

All artists ads will be designed either by the artist, or our designer, depending on what the artist would like. If you are interested in purchasing an ad in our catalog please mark the box that applies and we will be in touch to set up your ad.

Additional Gallery Advertising in our Catalog:

Participating festival galleries may also purchase advertising in our catalog at the following rates:

full page color ad. size: 5.25 inches wide x 8 inches high. includes up to 4 additional images.....\$700

½ page color ad. size: 5.25 inches wide x 4 inches high. includes up to 2 additional images....\$400

¼ page color ad. size: 2.5 inches wide x 3.5 inches high. includes up to 1 additional image....\$300

**this is a significantly discounted rate from our standard business ad rates. If you are interested in purchasing an ad in our catalog please mark the box that applies and we will be in touch to set up your ad.*

Deinstall Responsibilities:

Exhibitor agrees to begin the deinstallation **only after the festival has closed to the public at 6pm on Sunday, October 14th**. Deinstallation begins at 6pm and ends promptly at 9pm. All hardware must be removed from all walls. Exhibitors exhibiting on walls at the Flat Iron Arts Building must spackle and paint over all holes using white paint. Exhibitors at the Preferred Lofts building or the West Town Center building need not spackle or paint. Exhibitors must provide all necessary equipment for wall repair, including paint, spackle and brushes. All exhibitor trash must be placed in the provided trash bins or trash rooms. Any materials or artwork left after 9pm will be considered donated to Around the Coyote. There will be no exceptions to this rule.

I will have my booth completely deinstalled by Sunday, October 14th at 9pm.

I understand that any art or supplies left after deinstall ends are considered donated to Around the Coyote to do with as they choose. My abandoned artwork or supplies will not be stored by Around the Coyote for pick up at a later date.

Liability Waiver

The Undersigned hereby agrees to indemnify and hold harmless both the Illinois Corporation known as Around the Coyote, its Directors, Officers and volunteers individually and in their corporate capacity, its agents, employees, and insurers (referenced hereafter as Around the Coyote) from and against any and all loss, including attorney fees, damages, expenses and liability (including statutory liability in conjunction with claims for damages as a result of bodily injury or property damage, tangible or intangible, including any and all damages to artwork exhibited, displayed, presented by the undersigned on these premises, said damage to artwork including the loss of real value, market value, or perceived value of work as well as loss of use of tangible property which has not been physically injured or destroyed resulting from:

1. A delay or lack of performance by or on behalf of Around the Coyote of any contract or agreement.
2. The failure of Around the Coyote or work performed by or on behalf of Around the Coyote to meet the level of performance, quality, fitness or durability warranted or represented by Around the Coyote.

All entrants grant Around the Coyote the right to reproduce their work in conjunction with the promotion of Around the Coyote Arts Festival. Around the Coyote assumes all entries are original and are works and property of the entrant, with all rights granted therein. Around the Coyote is not liable for any copyright infringement on the art of the entrant.

EXHIBITOR

By: _____ (Sign)

Name: _____ (Print)

Date: _____