

Guidelines and Application for the 2020 Heliotrope Art 'Xtravaganza

PLEASE READ THE FORM CAREFULLY!

**If you have any questions about any part please contact:
Katy Tolles at (360) 676-8548 ext. 2 or katy@alliedarts.org
Application Deadline: August 26, 2020**

What is it?

In celebration of 40 years of community arts, Allied Arts of Whatcom County started the Heliotrope Arts Extravaganza: an artistic invasion of the Heliotrope Hotel by Whatcom County artists, performers and creative community organizations.

Everyone in the community is invited to come wander the hotel and grounds, listen to music, participate in immersive art experiences, sip beverages and eat their way through food trucks. Admission for the event will be \$5 for adults and free for children under 12.

Location: Heliotrope Hotel

2419 Elm Street, Bellingham, Washington
(parking on-site for food trucks and unloading/loading only, must park off-site during event, please be courteous of the neighbors!)

Date and Times:

Sunday, October 11, 3pm - 7pm

Set Up: 12pm - 3pm day of event
(no setting up early!)

Event Hours: 3pm - 7pm

Take-down: 7pm - 9pm day of event

Types of Participation

read the following descriptions and check your appropriate category on the last page

Performances: Get people dancing with a musical component at the event.

Guidelines for Musicians and Performers

- All band members agree to the conditions as outlined below and on the registration form.
- All payments will be made by check in United States funds following the performance/service. A mailing address and U.S. Social Security number or U.S. Federal Tax ID number is required for payment. Please complete the attached W-9 form
- Sound Technical Requirements: No technical or sound support will be provided at this venue.
- Performance Standards: Details and manner of performance are under the control of the performer or in cases where a group is involved—the leader of the group. However, Allied Arts reserves the right to direct the performer to discontinue any activity constituting violation of any federal, state or local, law, policy or regulation.
- Cancellations: In the event of a non-mutually agreed upon cancellation of this contract, the canceling party shall pay to the other party: one hundred dollars (\$100.00) or 50% of the contract price if applicable, whichever is greater.
- In exchange for the compensation and promotions described in this contract, the performer agrees to the conditions named in this contract and will provide musical entertainment as outlined in this contract. Allied Arts agrees to provide promotion and accommodate the needs of the above named band during the Heliotrope Art Extravaganza event date specified on this contract.

Selling CDs and Merch: Performers may sell items in our Merch Room in the hotel's lobby. Sales will be handled by Allied Arts Staff and a 20% commission will be taken to cover administrative costs. Checks for your portion of sold items will be mailed to the address provided on the registration form no later than November 15, 2019. If you are interested in selling items, please check the appropriate box on the registration form and we will send you more information.

Fees and Membership Requirements: Membership is not required, however, greatly appreciated.

Artists and Organizations IN ROOMS: Visual or performing artists and organizations doing immersive art experiences in one of the 15 available rooms at the Heliotrope Hotel.

Guidelines for Arts/Orgs in Rooms

- Artist must be present in the room throughout the entire event.
- The artist is responsible for installing, overseeing and de-installing the display.
- Allied Arts staff and property managers have final authority over display and the design of the exhibit space.
- NO physical modification to the venue may be made without prior approval by staff. The furniture (bed, chairs, lamps, etc.) will still be in the rooms and cannot be moved or removed.
- Installations are temporary and will leave no damage to the hotel room. Nothing can be attached to the walls, ceiling, floor, etc. with anything that might damage the surface – no nails, duct tape etc.
- Absolutely NO glitter, sand, birdseed or other tiny particulates and NO open flames.

Selling Works: Artists and organizations may sell items in our Merch Room in the hotel's lobby. Sales will be handled by Allied Arts Staff and a 20% commission will be taken to cover administrative costs. Checks for your portion of sold items will be mailed to the address provided on the registration form no later than November 15, 2019. If you are interested in selling items, please check the appropriate box on the registration form and we will send you more information.

Fees and Membership Requirements: All participants must have a current Allied Arts membership at the \$75 business level. There is a \$20 room request fee if you'd like to request a room of a specific size (check appropriate box on the registration form).

Artists/Organizations OUTSIDE: Visual or performing artists and organizations doing immersive art experiences around the Heliotrope Hotel grounds.

Guidelines for Arts/Orgs NOT in Rooms

- Artist must be present throughout the entire event.
- NO physical modification to the venue may be made without prior approval by staff.
- Installations are temporary and will leave no damage to the hotel grounds. Nothing can be attached to the walls etc. with anything that might damage the surface – no nails, duct tape etc.
- Absolutely NO glitter, sand, birdseed or other tiny particulates.

Selling Works: Artists and organizations may sell items in our Merch Room in the hotel's lobby. Sales will be handled by Allied Arts Staff and a 20% commission will be taken to cover administrative costs. Checks for your portion of sold items will be mailed to the address provided on the registration form no later than November 15, 2019. If you are interested in selling items, please check the appropriate box on the registration form and we will send you more information.

Fees and Membership Requirements: All participants must have a current Allied Arts membership at the \$75 business level.

Food Vendors: Keep our visitors happy by keeping their bellies full!

- **Attendance:** Because this is the first year for this event, we cannot provide solid attendance numbers, however, Allied Arts is hoping for attendance of 1,000 attendees over the course of the evening.
- **Hours:** Your booth must be open for business between 3pm and 7pm on October 11.
- **Booth Location:** Our event has space for 3 food trucks or booths, we plan to spread them throughout the hotel's grounds. Details about your booth placement will be sent by email.
- **Equipment:** Vendors must provide a tent or truck/trailer for your food prep/serving. No staking allowed. We require two cinder blocks per tent leg, or the water weight equivalents.
- **Water:** The Heliotrope Hotel has limited water-filling available. Each food booth must be self-contained and have a handwashing station (stocked with soap, hot water, paper towels) and a sanitizer bucket with towels to wipe off surfaces, as required by the Whatcom County Health Department. Waste water must be discarded in a public sewer. If you have questions please contact Danielle Love at DLove@co.whatcom.wa.us.
- **Health Permits & Regulations:** Vendors must have appropriate Whatcom County Department of Public Health permits. All food vendors must obtain a temporary food service permit. The type of food you prepare determines the type of permit you need. Please see <http://www.co.whatcom.wa.us/871/Temporary-Food> or contact the Health Department directly at 360-778-6000 or email Danielle Love at DLove@co.whatcom.wa.us. Applicants must also have a Food Handler's Permit and each booth must have one person in the booth with a permit at all times. Call the Whatcom County Health Department To obtain a food worker card please visit <https://www.foodworkercard.wa.gov>. Your booth cannot operate without complying with all health regulations requirements and holding the proper permits.
- **Sales Tax & Washington State UBI:** Each food vendor is responsible for collecting, reporting, and paying state sales tax to the State of Washington under Sales Tax Code #1714. Washington requires a UBI (Uniform Business Identifier).
- **Utensils and Serving Ware:** Utensils and serving ware should be compostable. We are working with SSC to provide compost, recycling and garbage bins throughout the event.
- **Power:** Only standard 120V power outlets are available but limited. Generators ARE permitted.

ALLIEDARTS

— OF WHATCOM COUNTY —

Heliotrope Art Extravaganza

Application Form

Applications must be received by: August 26, 2020

Apply online at <https://www.alliedarts.org/heliotrop-art-xtravaganza/> or mail to address below

Allied Arts of Whatcom County

Attn: HAX

PO Box 2584

Bellingham, WA 98227

Kelly@alliedarts.org

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Type of Participation:

Performance Artist/Org INSIDE ROOM Artist/Org OUTSIDE Food Vendor

Email Katy Tolles, katy@alliedarts.org, or mail in the following items:

- 50 or so words about your performance, idea for an installation or interactive activity, or food offerings
 - 1-5 high resolution digital images of your art, performance, food, truck/tent or logo.
- Yes, you may use my images for publicity purposes.
- I agree to follow all Standards and Guidelines as set forth on this form.

As legal representative of the above named vendor, I agree to defend & hold harmless Allied Arts of Whatcom County & Directors, individually or severally from all liabilities or any injuries, sickness, and/or claims of malfeasance resulting from the making, preparing, selling and/or distributing of my products and/or services to the general public.

Signature: _____ Date: _____