

Chico Art Festival
Chico Visual Arts Alliance
P. O. Box 1967 Chico CA 95927

SHOW DATES: Friday, May 12th & Saturday, May 13th

SHOW HOURS: FRIDAY 4 pm-8 pm - Saturday 10 am-5 pm

LOCATION: The beautiful St. John's Episcopal Church at 2341 Floral Ave

CANCELLATION: The event is scheduled rain or shine. Chico Art Festival will NOT be rescheduled due to rain.

Dear Chico Art Festival Exhibitor:

Welcome to the Chico Art Festival 2023! Chico is an art friendly town/community teeming with creative people & art lovers. To ensure that the event runs smoothly we have a few suggestions that will make your show both pleasant & profitable.

CHECK-IN:

- Starts at 9:30 am on Friday, May 12th in the church driveway.

LOAD IN:

- You will be able to drive into the parking lot of St. John's and unload your belongings at your designated space per your **assigned time**. If you arrive before your load-in assigned time, you will be asked to wait in the gravel parking area. See the map for orientation.
- The load in schedule starts at 9:30 am.
- When it is your time to unload, you may drive into the parking lot to access your booth.
- ***Please unload your belongings first and remove your vehicle immediately.***
- Park in the small parking lot across the street at Grace Community Church.
- Return to your space and continue set-up.
- Your booth must be ready to open by 3:30 pm on Friday and 9:30 am on Saturday.

LOAD OUT:

- Breakdown of your booth begins immediately following the closing hours on Saturday. Pack your booth first, then bring in your vehicle. Everything must be removed Saturday night.
- Please be considerate. **Leave your space clean, pick up all your debris and don't leave any garbage in or around your booth.** St. John's will be holding services Sunday morning and we want to leave their beautiful campus as we found it. **Thanks for your co-operation.**

PARKING: Exhibitor parking is across the street in the Grace Community Church, the small parking lot to the left of the church. You may **not** park in St. John's parking lot.

OVERNIGHT PARKING: No overnight parking is allowed.

BOOTH LOCATIONS: Booths are in the paved parking lot in front of the multi-purpose building next to St. John's church. All tents will be set up on the pavement.

TENT SPACES: The outdoor spaces are 10x10 ft. each. A volunteer will bring and affix your number placard to your space beginning at 3:00 pm. Having your booth number visible will help our customers find you. Your display must remain within your designated space. *Please be aware of your neighbors, fellow art participants and attendees. Keep walkways clear of artwork, tables & chairs.*

TENTS & FURNITURE: ChiVAA does not supply EZ-Up tents, zippered walls, tables, and chairs, tablecloths etc. Artists are responsible for their own set-ups and display needs.

WEIGHTS: Please weigh down your EZ-UP Tents, shelving, stands, artwork, etc. Wind can be an issue and our goal is to keep the environment of the show safe for all who attend. We agree that your artwork is special so please secure it within your space. If your display falls over onto another display or a person, you are legally liable.

TABLES: In order to keep the visual aspect of the show neat, bare tables are not allowed. Tables must be covered to the ground.

NO GENERATORS: There are many efficient portable power sources available today, please utilize them during the show. Electricity is not available for exhibitors.

SPACE ASSIGNMENTS: ChiVAA will assign the spaces to each artist prior to the event. We will do our best to create a flow of work that is varied and harmonious. *Spaces can be requested at the time of sign-up but are not guaranteed.*

SECURITY: There will be security on site Friday night from 9pm until 9am on Saturday.

BATHROOMS: Portable toilets will be available for your use.

TRASH CANS/ RECYCLING BINS: will be available for your use. Please be mindful of St. John's property and use them accordingly.

WEATHER: We expect that each artist is a professional and will be prepared for whatever weather may occur. The show will go on regardless of the weather. Any change in that directive must come directly from ChiVAA.

MISCELLANEOUS:

- No "Sale" signs, pets, loud radios, smoking or alcohol at your display.
- Keep your packing and stock boxes out of sight. **ALL tables should have cloths to the ground.**
- Credit Card Sales: Artists/vendors are responsible for their own Credit Card Sales. No sales transactions occur through the ChiVAA organization.
- SALES TAX: Artists/vendors are responsible for collecting sales tax for the City of Chico. Sales tax is 8.25%
- ChiVAA is not responsible for any theft or damage to your work.

We are excited to have you join our Chico Art Festival event! Our goal is to continue to promote a creative and ever-growing artistic environment for our wonderful community by bringing everyone together to enhance the quality of life here in Chico!

Thank you for your cooperation with all the above instructions.

Our goal is to run a smooth, attractive, and profitable show for our artists. If we can do anything else to help towards that end, don't hesitate to call us at (530) 318-2105 or (530) 514-0459. If you must cancel at the last minute (the day before the show) please call and leave your name, message and call back number. We will try to respond as soon as possible. *Please do not email*, as we might not be able to retrieve the message in time.

See you Friday and have a fantastic show,

The ChiVAA Team