



CITY OF COCONUT CREEK

PARKS AND RECREATION DEPARTMENT
1100 LYONS ROAD
COCONUT CREEK, FLORIDA 33063

Dear Artists:

The City of Coconut Creek and Multicultural Circle of Coconut Creek are hosting the Coconut Creek ArtsFest on Saturday, September 16, 2017 from 11:00 a.m. to 4:00 p.m. at the Coconut Creek Community Center, 1100 Lyons Road, Coconut Creek, FL 33063. This is a great way to show off your art to the community.

The event is free to the public and includes live performances, activities for children, and food trucks.

If you are interested in participating in the Creek ArtsFest, please fill out the Entry Form and the Intake Agreement (both of which are attached). These forms must be completed and returned in order to participate. You are also required to submit samples of your art work. Once your forms and samples of your artwork are approved of by the Committee, you will be contacted and instructed to make a payment of \$25.00. Only checks and money orders will be accepted. A Committee member will contact you on where to send the check once you have been approved of. Please do not mail the check in with the forms. Both forms must be completed and returned in order to participate as an art vendor.

Check and money orders are to be made out to the following: Coconut Creek Multicultural Circle.

Payment is due on or before Thursday, August 31, 2017, or the vendor space will not be held.

If you have any questions, please contact Josh Salter at 954-545-6631 or jsalter@coconutcreek.net.

Thank you,
Josh Salter Recreation Programmer



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Coconut Creek ArtsFest Artist Entry Form Saturday, September 16, 2017

(This Form must accompany the **Coconut Creek ArtsFest Intake Agreement.**)
Please **PRINT** clearly.

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

List the type of medium/artwork that you will be showcasing at the ArtsFest:

Coconut Creek ArtsFest is only accepting 2D visual works of art. No sculptures, jewelry, weaponry, antiquities, artifacts, masonry, etc. unless it is framed and wired and self-enclosed and created by the artist present. (We are only allowing framed works of art.) The medium should be listed on each tag used to identify the artist and describe the piece..

Please accompany the Entry Form with pictures of the artwork that you will be showcasing. You can also send the pictures of the artwork that you would like to showcase to the e-mail listed below. Each artist will be allowed only six (6) pieces to hang. Artwork will be displayed on a Wire Art Display Wall that is six by six (6' X 6') and Artist Print Racks that will hold a hundred (100) eight by ten (8" X 10") copied artists prints. Artwork must not exceed twenty-four by thirty-six (24" X 36") in size. Each Art Display Wall will have two (2) sides for hanging. Artwork will not be displayed on the event floor.

If your artwork is selected, a payment of \$25.00 will be due by August 31, 2017. Payment information will be disclosed upon selection.

Coconut Creek Community Center

1100 Lyons Road, Coconut Creek, FL 33063

Set-up date/time: Friday, September 15, 2017, 10:00 AM – 7:30 PM

ArtsFest Event: Saturday, September 16, 2017, 11:00 AM – 4:00 PM

Breakdown time: 4:00 PM (Breakdown must be completed before 5:00 PM)

For additional information, please contact Josh Salter, Recreation Programmer, at

jsalter@coconutcreek.net or 954-545-6631.

IN CONSIDERATION OF THE CITY ACCEPTING MY ENTRY IN THE CITY SPONSORED ACTIVITY, I HEREBY WAIVE AND RELEASE THE CITY OF COCONUT CREEK, ITS OFFICERS, EMPLOYEES, AND AGENTS ON BEHALF OF MYSELF OR MY PERSONAL REPRESENTATIVES AND MY COMPANY/BUSINESS FROM ALL CLAIMS, ACTIONS AND LAWSUITS INCLUDING, BUT NOT LIMITED TO PERSONAL INJURIES, PROPERTY DAMAGE OR WRONGFUL DEATH, ARISING OUT OF ANY ACT OR OMISSION COMMITTED OR OMITTED BY THE CITY, ITS EMPLOYEES, AGENTS AND INDEPENDENT CONTRACTORS OCCURRING DURING THE ACTIVITY. NOTHING HEREIN SHALL CONSTITUTE A WAIVER OF THE CITY'S RIGHTS PURSUANT TO SECTION 768.28, FLA. STAT., NOR SHALL IT BE CONSTRUED AS CONSENT TO BE SUED BY ANY THIRD PARTIES IN ANY MATTER ARISING OUT OF THIS ACTIVITY.

Signature: _____ Date: _____

Staff Initials: _____ Form of Payment/Amount: _____ Date: _____



CITY OF COCONUT CREEK

PARKS AND RECREATION DEPARTMENT

1100 LYONS ROAD

COCONUT CREEK, FLORIDA 33063

Coconut Creek ArtsFest Artist Intake Agreement Saturday, September 16, 2017

(Front and back must be filled out, and must accompany the Coconut Creek ArtsFest Artist Entry Form.)

Please **PRINT** clearly.

Instructions: Please initial all items, sign and print your name at the end of the document. Then return along with the Entry Form. Failure to do so will result in the loss of your space for the Event.

- _____ 1. I understand that the Coconut Creek ArtsFest is an organized activity run by the City of Coconut Creek Parks and Recreation Department as an opportunity to showcase my artwork.
- _____ 2. I certify that I am lawfully able to sell my artwork and I understand that such artwork must be tendered at the time of purchase with a receipt of sale.
- _____ 3. I understand that I will be allowed a six by six (6' x 6') art display frame with two (2) sides to showcase my artwork. I understand that I am allowed up to six (6) pieces of hanging artwork and (1) artist display rack to sell prints. I understand that I will not be allowed to display items on the floor or bring any other hanging system besides the one supplied by the City.
- _____ 4. I understand that the City of Coconut Creek is not responsible for any art pieces that are stored overnight for convenience prior to the Event or left after the Event. I am responsible for properly hanging and displaying all six (6) works of art. Each hanging piece needs to be wired and ready for display. All artists walls will be equipped with "S" hooks for hanging each frame.
- _____ 5. I certify that the works of art submitted are of my original design and execution, and that they do not violate any copyright or intellectual property right of another.
- _____ 6. I understand that the art pieces must be in good taste and family-friendly. I understand and agree that the City maintains the right to reject any pieces that are inappropriate for display at the ArtsFest. Art pieces that depict nudity/obscenity, violence, or any material inappropriate for children will be rejected. I understand that only 2D visual works of art will be accepted, i.e. no sculptures, jewelry, weaponry, antiquities, artifacts, masonry, etc. All art works must be framed, wired and self-enclosed, and created by the artist who is present.
- _____ 7. I understand that I must submit pictures of my art pieces no later than August 25, 2017, and that any piece that is submitted after that date will be turned away.
- _____ 8. The Event dates and times are as follows: Artists Set-up and submission is on Friday, September 15, 2017 from 10:00 am to 7:30 pm. The Coconut Creek ArtsFest Event will be on Saturday, September 16, 2017 from 11:00 am to 4:00 pm at the Coconut Creek Community Center 1100 Lyons Road.

- _____ 9. I understand that if my artwork is accepted, I must pay the registration fee of \$25.00, in full, by **Thursday, August 31, 2017**. If you are entering your artwork on behalf of a registered 501(c)(3), please provide proof of valid registration with the Florida Secretary of State and the fee will be waived.
- _____ 10. I understand that there are no refunds and no exceptions.
- _____ 12. I understand that if I mail a check under a different name, other than the participating artist's name, I must send a copy of the Entry Form along with the payment.
- _____ 13. I understand that I am not permitted to hire any outside artists to perform services or tender products at the ArtsFest.
- _____ 14. I understand that I must inform the City's ArtsFest Coordinator at least 24-hours before the Event, either by phone or email, if I am unable to attend the ArtsFest. I understand that failure to do so will result in not being able to participate in the next ArtsFest.
- _____ 15. I hereby waive and release the City of Coconut Creek, its officers, employees, and agents on behalf of myself, my personal representatives and my company/organization, if applicable, from all claims, actions and lawsuits including, but not limited to personal injuries, property damage, or wrongful death, sustained by me arising out of any act or omission committed or omitted by the City, its employees, agents and independent contractors occurring during the ArtsFest. Nothing herein shall constitute a waiver of the City's rights pursuant to Section 768.28, *Fla. Stat.*, nor shall it be construed as consent to be sued by any third parties in any matter arising out of this activity.
- _____ 16. In consideration of the City accepting my entry into the ArtsFest, I agree on behalf of myself (and my company/organization, if applicable) to indemnify the City of Coconut Creek, its officers, employees, and agents from or on account of any liabilities, damages, losses and costs received or sustained by any person or persons by or in consequence of any negligence, the recklessness or intentional wrongful misconduct of myself and/or any persons employed or utilized by me (or my company/organization, if applicable) during the ArtsFest.

I, _____, have read the following and on behalf of myself (and my company/organization, if applicable) agree to these terms and conditions. This Agreement and corresponding Entry Form constitute the total Agreement between the parties. Any modifications to this Agreement must be in writing and signed by the parties hereto.

As agreed this _____ day of _____, 2017.

Signature of Artist

Signature of Director of Parks and Recreation
Department

Print Name & Title (Company/Organization, if applicable)

Visual Artist Intake Form

EXHIBITOR/ARTIST INFORMATION

Exhibitor/Artist Name _____

Email _____

Telephone Number _____

Website _____

Address / City / State / Zip _____

VISUAL ART - 6' X 6' DISPLAY AREA

Entry # 1 Sale Price \$ _____ Title _____ Medium _____

Entry # 2 Sale Price \$ _____ Title _____ Medium _____

Entry # 3 Sale Price \$ _____ Title _____ Medium _____

Entry # 4 Sale Price \$ _____ Title _____ Medium _____

Entry # 5 Sale Price \$ _____ Title _____ Medium _____

Entry # 6 Sale Price \$ _____ Title _____ Medium _____

- See Call to Artists (page 1) for intake, setup, and outtake schedule.
- Any items left on the property after outtake becomes the sole property of the City of Coconut Creek.

WAIVER OF LIABILITY

The undersigned hereby agrees that all personal property placed on the premises shall remain the property of the undersigned (unless left after outtake). The undersigned knowingly, freely, and voluntarily waives any right or cause of action of any kind whatsoever, arising as a result of loss, theft, destruction of or damage to their personal property on the premises, including but not limited to exhibits, special equipment, supplies, works of art or other materials from which any liability may or could accrue to the City of Coconut Creek. The undersigned hereby agrees to the aforementioned exhibit requirements.

Signature: _____ Date: _____

INTAKE COMMITTEE USE ONLY

Authorized Signature: _____ Approval Date: _____

Payment Method: _____ Date Paid: _____