



2018 Tumbleweed Music Festival

Three Rivers Folklife Society

P.O. Box 1098, Richland, WA 99352

e-mail: lunadechrysalis@hotmail.com

Artist/Craft Coordinator: Elizabeth Hunt

Phone: (509) 591-8806

Dear Artist or Crafts Person,

January 2018

We invite you to participate in the 2018 Tumbleweed Music Festival. This year's event will be held on Saturday and Sunday of Labor Day weekend, **September 1st and 2nd**, at Howard Amon Park, in Richland, Washington. The festival is free and open to the public both days. The Three Rivers Folklife Society has sponsored the festival each year since 1997 and the City of Richland co-sponsors the event. We feature live acoustic music from five outdoor stages, an indoor dance stage, arts and crafts vendors and of course, festival food. We estimate about 4,000 people attended last year's festival and we expect that number again this year. This is the 22nd year for Tumbleweed Music Festival and it has gained a reputation as one of the best small music festivals in the Northwest.

Preference is given to original artwork, and services or products that will enhance the overall experience of festival patrons. We will accept vendors representing a broad range of art forms with the aim of keeping a balanced representation (i.e., not too many of one type of craft, and avoidance of mass-produced, discount or megastore merchandise).

Enclosed is the Artists' vendor application form. Please send e-mail address for notification, and we plan to notify vendors of acceptance within two weeks of the application receipt. If you haven't heard from us within two weeks of submitting your application, please contact us to verify our receipt. **Applications are due August 1, 2018.** Applications will be accepted after that date, but will require a \$20.00 late fee with your application. Vendor's application fee will be returned by August 15th if they are not accepted in the show.

In general, vendors will need to be set up and have all vehicles off the site by 11:00 AM Saturday and Sunday. Outdoor performances will end around 10:30 PM on Saturday and 8:00 PM on Sunday. Vendors are expected to attend both days. The weather on Labor Day weekend is generally excellent and the park has many shady trees. Even so, artists and vendors should be prepared for sunny locations, shifting shadows and the possibility of wind and rain.

Electricity is not available for artists' booths. No generators will be operated in the park during event hours. Potable water is available in the park, but there are no direct connections. Booths may remain overnight in the park, but the vendor assumes all responsibility for security. Vendors are allowed to remain with their booth overnight if approved before the event at a nominal \$10 fee.

Thanks for your interest, and we hope to see you at the 2018 Tumbleweed Music Festival!
Mail your applications for art and craft work to Tumbleweed Music Festival, PO Box 1098, Richland, WA 99352.

Sincerely,

Gene Carbaugh
Festival Coordinator
tumbleweedchair@gmail.com

Elizabeth Hunt
Tumbleweed Art and Craft Coordinator
lunadechrysalis@hotmail.com or phone: (509) 591-8806

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Artist and Craft Vendors' Prospectus for Tumbleweed Music Festival
Howard Amon Park, Richland, WA
September 1 and 2, 2018

Basis for Acceptance: Application forms must be filled out completely or the entrant will not be considered. All applicants must supply photographs (actual photos, jpg, cd or email) of the type of materials they will be selling or demonstrating, though knowledge of the artist's past work may be viewed as sufficient. All work must be designed and executed by the accepted artist or artist's family members. Tumbleweed reserves the right to accept vendors based on a balance of art forms across the show.

Please submit the following: Descriptions of the items to be displayed in your space. A price range of the works to be sold. Photos that show a true representation of your work. A self-addressed stamped envelope for the return of your photos.

Fees: The booth fee is \$50 for a 10 by 10 ft booth space for the two days of the festival. Larger booth spaces will be pro-rated depending on size, Booth fees should be paid in advance, included with your application, and received by July 1st. Applications received after July 1stth will be assessed a \$20 late fee. Checks should be made out to Three Rivers Folklife Society. Demonstrator's fees may be negotiated individually. Fees are non-refundable.

Deadline: Applications must be received no later than August 1, 2018. Artist will be notified of acceptance within two weeks of application receipt. Fee's are non-refundable upon acceptance. If not accepted, the application fee will be returned by August 15.

Sales/Tax/Licenses: Artists must comply with all regulations regarding the collection and payment of Washington State sales tax and any local taxes or fees. For business license information contact the City of Richland at 509-942-7313. Booths that do not have a Richland business license can pay an additional fee (\$10) to be included on the event master license. A Washington State Sales Tax (WSST) number must be listed on the application. Please check the accuracy of your number, as it will be verified with the State of Washington. For out of state vendors, to obtain a WSST number, call 1-800-647-7706, or write to WA Dept. of Revenue, P.O. Box 72207, Kennewick, WA 99336.

Space and Set-up: Pre-assigned booth spaces are 10 by 10 feet. Please let us know in advance about any special space requirements you may have. Additional space can be made available on a pro-rated front footage basis. Make certain that the dimensions of your booth appear accurately on the registration form. Booths must be set-up at least 3 feet from sidewalk. No electricity will be available for art booths. Vehicles will not be allowed to remain on the grass and must be off site before the event start time 11:00 AM, Saturday and Sunday.

Vendors must provide all display materials. Displays should be designed to withstand wind and rain and should include provision for shade. Saturday you can close your space up or take it down depending on your own requirements after 5:00p.m. Sunday vendor booths may begin closing at 5:00 however NO vehicles on site until 6:00p.m.

Security/Risk/Liability : There will be security on site Saturday night, but the park is large and security can't be in all places at once. All artists signing the application form, hereby release Three Rivers Folklife Society and the City of Richland from responsibility for damage or loss to said artist's property or any personal injury, which the artist or artists' agents may sustain while participating in the Tumbleweed Music Festival. Further they agree to abide by the rules, policies and guidelines contained in the prospectus, application form and the accompanying introduction letter. We strongly advise artists to obtain their own insurance. Vendors may choose to remain in their booths, in the park, overnight if approved before the festival and subject to a nominal \$10 camping fee charged by the City of Richland.

Parking, Lodging, and Pets

No parking by vendors in the park activities area. Vendors can park at the community center south end or the city parking lots. Vendors may not drive on the park grounds after the event begins. Tents may be setup next to your booth, and there is a \$10 fee for overnight stays in the park. There are motels and services within walking distance and info is available on request. **No pets are allowed on site during event hours.**

Remember to include: The completed application form and your check for the booth fee and inclusion under the event license if applicable, and photos/slides representative of your work. **Returning vendors need only submit the application, any changes in their work, and fees.**

Applications are due August 1st. A \$20.00 fee will be assessed to applications submitted after August 1st.