

BELLEVUE ARTS MUSEUM

# ARTS FAIR

CRAFTING COMMUNITY SINCE 1947



## ARTIST GUIDE

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**JULY 26 - 28, 2024**

**BELLEVUE ARTS MUSEUM  
& BELLEVUE SQUARE**

ART | CRAFT | DESIGN  
**BELLEVUE ARTS MUSEUM**

[bellevuearts.org](http://bellevuearts.org)

# CONGRATULATIONS

Welcome to the premier fine arts and crafts festival in the Pacific Northwest since 1947. Bellevue Arts Museum Arts Fair is committed to connecting our makers and designers with customers.

Bellevue Arts Museum is honored to have you participate in this cherished community tradition. Free programs include a marketplace with 275+ fine art and craft vendors, BAMboozle Stage, Kids Fair, and free admission to Bellevue Arts Museum! BAM also produces the Artful Evening Gala, which highlights artwork from the Fair. Refer to this guide for information about booths, fees, logistics, and vendor contacts.

## IMPORTANT DATES & TIMES

### May 15

Exhibitor cancellation & final refund

### July 25 | Fair Set Up

Artist Parking: 7 - 12am  
Artist Lounge: 1 - 8pm  
Storage: 10am - 8pm

### July 26 - 27 | Arts Fair

Restocking-Site Vehicle Access: 8 - 9am / 9:15 - 10pm  
Fair hours: 10am - 9pm  
Artist Parking: 7:30am - 10:30pm  
Artist Lounge: 9:30am - 8pm  
Storage: 9:30am - 8pm

### July 28 | Arts Fair

Restocking-Site Vehicle Access: 8 - 9am  
Fair hours: 11am - 7pm  
Artist Parking: 7:30am - 11pm  
Artist Lounge: 10:30am - 5pm  
Storage: 10:30am - 8pm

### September 28

Artful Evening Gala



# REGISTRATION

Please refer to your acceptance email for all registration documents, payment links, and details. If you cannot locate this email, please email [artsfair@bellevuearts.org](mailto:artsfair@bellevuearts.org). If you do not fill out the registration forms and finalize booth payment, then you cannot participate in the Arts Fair.

# CONTACTS

ORGANIZATION	NAME	CONTACT INFO	ADDITIONAL INFO/WEB
Bellevue Arts Museum	Priyanka Parmanand Natalie Hall	<a href="mailto:artsfair@bellevuearts.org">artsfair@bellevuearts.org</a> 425.519.0770	<a href="#">Participant Information page</a>
Bold Hat Productions	Brian Hoffman	<a href="http://artsfair@boldhatproductions.com">artsfair@boldhatproductions.com</a>	Contact for load-in, load-out and main fair management
Bellevue Fire Department	N/A	425.452.6892	All inquiries pertaining to BFD rules
CORT Rentals	Felix Felipa	425.953.1444 <a href="mailto:customercare@cort.com">customercare@cort.com</a>	<a href="http://cortpartyrental.com">cortpartyrental.com</a>
WA Department of Revenue	Revenue Agents Main Office, M–F, 8am–5pm	1.360.705.6705	Obtain UBI#/Questions
PNTA	N/A	206.622.7850	Flame Retardant/Proofing Services
Security	N/A	425.460.5730	On-site Security

# FAIR SITE

BAM Arts Fair is located at [The Bellevue Collection](#) (575 Bellevue Square, Bellevue, WA 98004) and Bellevue Arts Museum. Artist booths are located on the west side of Bellevue Square mall. Go to Main Information if you have any inquiries, wireless/electrical issues, or to provide positive feedback! Located on West Drive (near S-20).

# WIRELESS ACCESS

Wireless internet is available on-site for sales transactions only. Please be prepared with an alternate payment system if there are wireless issues on-site. If you have issues, go to Main Information (located on West Drive).

**Network: BAMARTIST**  
**Password: 2024Fair**

# ARTIST AMENITIES

## AWARDS OF EXCELLENCE

The Awards of Excellence are presented to ten award winners on Friday evening.

## DRAYAGE

Drayage services are available through CORT Rentals. This will allow exhibitors to ship goods to/ from the BAM Arts Fair.

## ARTIST AMENITIES (CONTINUED)

### PUBLICITY

The media and marketing campaign runs up to 6 weeks and includes website and social media promotions, online calendar listings, digital and print advertising, and TV/radio spots.

### ON-SITE STORAGE

Storage spaces are available on-site. You can reserve a space when you register. Spaces are allocated on a first come, first served basis.

### ARTIST LOUNGE

The Artist Lounge will be provided for artists to get away from the crowds throughout the weekend.

### BOOTH SITTERS

Booth sitters are volunteers available to provide breaks of up to 30 minutes. Go to the Main Information booth on West Drive if you have specific volunteer questions.

## FINANCIAL AGREEMENT

### ARTS FAIR 2024

Refer to our email for all registration documents, **payment links**, and details. If you cannot locate this email, please email [artsfair@bellevuearts.org](mailto:artsfair@bellevuearts.org). If you do not fill out the registration forms and finalize booth payment, then you cannot participate in the Arts Fair. Booth fees range from \$845 to \$2,000.

### REFUNDS & CANCELLATIONS

The deadline for a 75% refund due to space cancellation is **May 15, 2024**. Notifications of cancellation after **May 15, 2024** will not be eligible for a refund.

If any portion of the event shall be prevented by a public health emergency, physical incapacity of any talent, acts or regulations of government authorities, interruption of transportation, or any other cause beyond the reasonable control of BAM or the contractor, each shall be relieved from its respective obligations of the portion of the event so prevented.

### UNIFIED BUSINESS IDENTIFIER (UBI #)

The Washington State Department of Revenue requires all vendors and artists to collect and remit the appropriate Washington State retail sales tax. If you need to reactivate or apply for a UBI#, call the WA Department of Revenue Main Office at 1-360-705-6705. The Revenue Agents take calls M-F 8am-5pm.

**RETAIL SALES TAX** The retail sales tax in Bellevue, WA is 10.2%.

# INSURANCE/LIMITS OF LIABILITY

Each exhibitor must insure his/her property against the risks of fire, theft, burglary, breakage, weather, and water damage. Bellevue Arts Museum will not be liable for any damage or loss whatsoever, arising from any cause, nor for any loss incurred by reason of failure of the exhibitor to obtain such insurance or failure of such insurance to cover any loss. No exhibitor shall have any right or claim for any damages whether direct, indirect, or consequential, or of any other kind, arising or alleged to arise by or from any reason pertaining to BAM Arts Fair. It is the artist's responsibility to confirm that all credit card and check transactions are legitimate.

# PARTICIPATION RULES

- All work exhibited must be consistent with the art that was reviewed by the jury.
- Artists may not display art in other Bellevue art fairs on July 26 - 28, 2024.
- Artists must strictly adhere to all fire, safety, and security regulations.
- Only one artist & collaborator is allowed to occupy a space location.
- Artwork must be original and produced by or under the direction of the artist.
- Commercial kits, molds, patterns, prefabricated forms, mass-produced, imported goods are not eligible.
- Ready-made objects that are embellished, painted, decorated, dyed, batiked are not eligible.
- Studios involved in volume production are not permitted to exhibit in the BAM Arts Fair.
- BAM Arts Fair allows "greeting" cards only with prior approval. Send samples.
- All reproductions must be clearly labeled "REPRODUCTION" or "LIMITED EDITION REPRODUCTION."
- Reproductions may be displayed in browse bins and/or hung on one wall of the booth.
- NEW! Artists do not have to personally attend their exhibits and be present over Fair weekend. Artists can send a representative to manage their booth.
- Artists must post booth signs (which are provided) so that they are clearly visible at all times.
- Artists may not begin taking down displays until the official closing time each day.
- I understand that if I cancel my Arts Fair participation by May 15, I will be refunded 75% of my booth fee.
- I understand that if I cancel after May 15, I forfeit 100% of my booth fee and no refund will be made.

# BOOTH INFORMATION/CORT RENTALS

Artists must provide all booth structures including walls, racks, tables, display units, lighting, and other fixtures. BAM only supplies the actual space. We highly recommend that your booth display include walls and a floor covering (carpets are recommended with tarps underneath them).

## FAIR BOOTHS (INSIDE PARKING STRUCTURE)

Inside booth spaces (F-R spaces) are located inside an outside parking structure and measure 10'x10', 15'x10', or 20'x10'. The max height is 6'10" in the garage for most indoor spaces. A limited amount of spaces go up to 9'.

## S BOOTHS (OUTSIDE PARKING STRUCTURE)

Outside spaces are located on West Drive outside the parking structure and range from 8'x10' to 15'x10'.

## CORT RENTALS & DRAYAGE

Click to view the [CORT Rentals Order Form](#) CORT Rentals is the vendor for décor. Prior to Fair, please call 425.953.1444 or [customercare@cort.com](mailto:customercare@cort.com).

## ELECTRICITY

- Electricity is complimentary, and all booths are allotted up to 400 watts (please don't overload the system).
- Existing lights in the garage are sodium and fluorescent.
- **No lighting, lighting structures, or extension cords are to be attached to pipes or conduits in the garage.**
- Artists must provide their own extension cords that are UL-approved for outdoor use and multi-plug power strips with a current over-load safety device. Power will be available within 100' of your booth space.
- Custom lighting kits must be pre-approved by the Bellevue Fire Department. We recommend that you bring the original manufacturer's documentation to assist with the inspection.

## REDUCE, REUSE & RECYCLE

Participants are encouraged to recycle. Recycling containers will be throughout the site. Personal water bottles are also recommended and may be refilled in the Artist Lounge.

# LOGISTICAL INFORMATION [SEE MAP ON PAGE 10]

## CHECK-IN – THURSDAY

The most important part of getting on site is making sure you are in the correct loading lane (Lane A or B), time, and row. Prior to arrival, verify your check-in time and your designated lane (Lane A or Lane B). Lane assignments will be emailed to you prior to check-in

### TIPS:

- Go to Main Information for any questions.
- If you need to change your check-in time or need to verify you have a load-in for an oversized vehicle (over 6'10") contact [artsfair@boldhatproductions.com](mailto:artsfair@boldhatproductions.com) before the event.
- Do not arrive before your designated check-in time, because you will not be allowed on-site.
- BAM does not supply carts for loading in and out.
- DO NOT leave your unattended car parked in the booth aisles. This will clog lanes and cause delays for others. Unattended vehicles may be towed.

## LOAD-IN INSTRUCTIONS

1. Drive to your designated lane (Lane A or B). Your Lane, Check-In Time, and Row are located on the booth assignment email.
2. Oversized Vehicles (any vehicle over 6'10"): It's very important to load-in at your assigned time—there is minimal oversized loading space available and this must be indicated on the Registration Form. Vehicles have one hour and thirty minutes to unload. An oversized vehicle is over 6'10" and/or is too large to maneuver in a tight setting (i.e. large trailer attached, box truck, sprinter vans, etc.)
3. Volunteers will bring you a Welcome Packet containing an Artist Vehicle Pass (hang the pass on your rear view mirror). The pass is required to gain access to the fair site and Artist Parking at Bellevue High School.
4. You will be directed to the fair site. Go to your designated row to find your booth. Then, unload your vehicle and move it to Artist Parking at Bellevue High School. A shuttle will bring you back to site to finalize setup.

## LOAD-OUT — SUNDAY

1. Breakdown and pack as much of your booth as possible.
2. Get a Load-Out Pass from roaming staff. Artist vehicles will not be allowed on-site without a Load-Out Pass.
3. Get your vehicle & drive to your designated lane (Lane A or B). **MAKE SURE YOU GO TO THE CORRECT LOAD-OUT LANE, IT MAY BE DIFFERENT THAN YOUR LOAD-IN LANE.**

## TAXIS, SHUTTLES, OR NON-VEHICLE CHECK-IN/OUT

If you're checking-in or out without a vehicle, go to Main Information on West Drive (near S booths) to check-in. F-R booths can check-in after 8am and S booths can check-in after 6pm. If you are having a taxi or hotel shuttle drop you off at Bellevue Square, please direct them to drop you off on the west side of Bellevue Square.

## PARKING & SHUTTLES

View Parking & Restocking hours on page 2. Bellevue Square parking is for customers only. Complimentary parking is provided Thursday through Sunday at Bellevue High School (10416 SE Wolverine Way, Bellevue, WA 98004). The Artist Vehicle Pass must be visible. No camping is allowed in the lot. Vehicles are allowed to park in Artist Parking, but there is not 24-hour security. Please note: more information on parking, load-in, load-out and shuttles will be sent prior to the event

## VEHICLE ACCESS & RE-STOCKING

Vehicles area allowed on-site Friday to Sunday to restock. See the restocking hours below. If your vehicle is parked on Bellevue Square property outside of these hours, your vehicle will be towed.

Restocking Access:

(Fri - Sat) 8 am - 9 am / 9:15 am - 10 pm

(Sun) 8 am - 9 am

## SECURITY

- BAM Arts Fair Security has received consistently high marks from participants.
- The majority of the perimeter is fenced, with security on duty at all times, but this is an open site.
- Take all precautions to protect yourself and your merchandise as you would at any public event.
- Artists are responsible for the security of their own exhibits, money, and equipment. We encourage you to cover/enclose your booths after closing each night and to not leave purses out in public view. Notify Security, Main Information, or a BAM Staff person if you have any concerns.
- The BAM Arts Fair is not liable for loss or damage, so please protect yourself from loss with adequate insurance. Please note that all persons can enter the site at 7:30am and must exit by 10:30pm.

## SAFETY TIPS

Below are common-sense tips to keep your artwork/belongings safe. We recommend these guidelines to help lower the opportunity for theft to take place. Report all suspicious activity to Security at 425.460.5730 and be prepared to provide a description of the subject to include gender, clothing, height, etc.

- Don't leave personal belongings unattended, even if covered.
- Keep any cash, credit cards, etc. on your person.
- Watch for people carrying empty and open bags.
- Watch for unknown persons in unauthorized areas near or behind your displays.
- Do not leave your displays unattended if at all possible. Ask a fellow artist or volunteer for help.
- Please notify Main Information or Security as soon as possible if there is an issue.
- Theft is a crime of opportunity.

## FIRE DEPARTMENT GUIDELINES

The City of Bellevue Fire Department has clear guidelines for exhibitors. Please note that the guidelines regarding Flame Retardant materials will be strictly enforced! Please read all requirements thoroughly and follow accordingly to ensure that you will not be affected onsite. Representatives from the Bellevue Fire Department will be available to answer any questions you may have during set-up on Thursday, July 25. Please contact the Bellevue Fire Department at 425.452.6892 for specific questions.

- Exhibitors under the garage (F-R booths), CANNOT have canopy tops on booths.
- Exhibitors outside the garage (S booths), may have canopy tops.

### 1. Flame Certificates Required On-Site & Flame Retardant and Flame proofing Services

View Contacts (page 3) for Flame Retardant and Proofing Service contacts. All tents, membrane structures, sidewalls, tarpaulins, drops, curtains, draperies, hangings, and other decorative materials (excluding the artwork being displayed) suspended from walls or ceilings of booths are required by the International Fire Code to be flame retardant. Verification of the product/item in question as being flame retardant can only be accomplished via a valid Flame Certificate. The Flame Certificate must be available on-site. It shall indicate the product/item in question meets NFPA 701 or California State Fire Marshal requirements for flame retardancy.



## FIRE DEPARTMENT GUIDELINES [CONTINUED]

If a product/item is inherently flame retardant, a Flame Certificate should be available from the manufacturer upon request that indicates it meets NFPA 701 or California State Fire Marshal requirements for flame retardancy. When a product is not flame retardant or there is no Flame Certificate available for the product, it must be treated by a third party to render it flame retardant. The treating party should then provide a Flame Certificate indicating the product/item meets NFPA 701 or California State Fire Marshal requirements for flame retardancy.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other synthetic materials that cannot be made flame resistant are strictly prohibited. Hay, straw, shavings, or similar combustible materials shall not be located within any tent, membrane structure, or booth as a floor covering. Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the show opening, the vendor/exhibitor's booth may be closed!

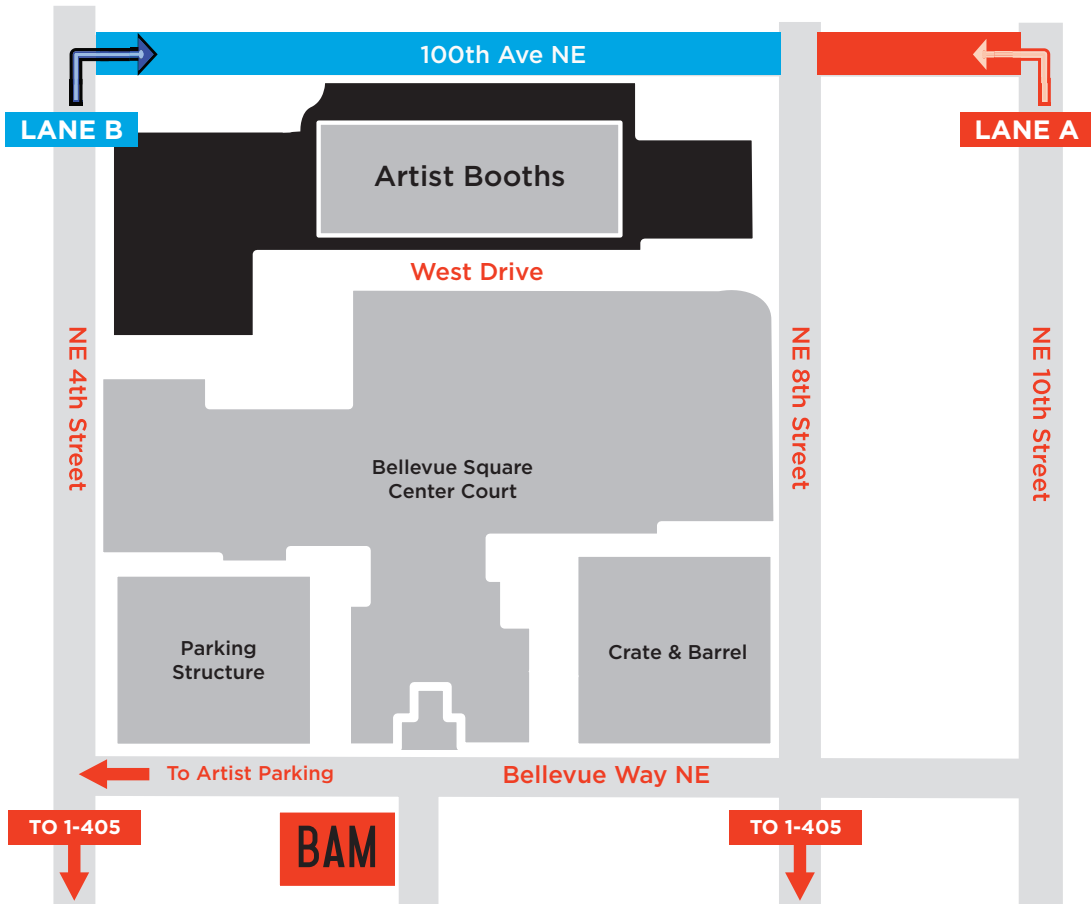
**2. Combustibles** — Cardboard boxes or any combustible materials shall not be stored or placed on top of any heat-producing appliance or electrical wiring behind the back wall of the booth, drapery, or any kind of display. Combustible materials must be limited to reasonable quantities and stored neatly.

**3. Obstructions** — NO CEILINGS/CANOPY TOPS are allowed on the exhibits, booths, and displays under the garage (F-R). If you are located in an S space, outside the garage you can have a canopy top. Fire sprinkler piping may NOT be used to support anything, including but not limited to artwork, booths, lighting, electrical cords, etc. No obstructions in the aisle (chairs, easels, signs, etc.). Keep all items within your booth. All fire protection and firefighting equipment such as fire hydrants, fire department connections, and standpipes shall have unobstructed accessibility. Do not cover Exit signs with your display.

**4. Electrical/Extension Cords & Multi-Plug Adapters** — Extension cords shall service one appliance or one approved power strip/power tap, and shall be three-wire type (with ground). All cords shall be protected from physical damage and foot traffic. Multi-plug adapters must be UL listed/approved and have current (electrical) overload safety device. Cube adapters and other devices, which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires and open junction boxes are prohibited. Nothing shall be attached to, or hang from electrical conduit or sprinkler pipes.

**5. Click here to view [Canopy Requirements](#).**

# CHECK-IN & LOAD-OUT MAP



## CHECK-IN & LOAD-OUT DIRECTIONS

The BAM Arts Fair is located at [Bellevue Square Mall](#), 575 Bellevue Square, Bellevue, WA 98004. Artists are located on the west side of Bellevue Square.

### LANE A (CORNER NE 10TH ST & 100TH AVE NE)

#### From Northbound or Southbound I-405

Take the NE 8th St Exit. Go west on NE 8th St. Turn RIGHT onto 106th Ave. Turn LEFT at NE 10th St. Turn LEFT onto 100th Ave.

### LANE B (CORNER NE 4TH ST & 100TH AVE NE)

#### From Northbound or Southbound I-405

Take the NE 4th St Exit. Go west on NE 4th St. Turn RIGHT onto 100th Ave.

## ARTIST PARKING DIRECTIONS

Located at [Bellevue High School](#)

10416 Wolverine Way, Bellevue, WA 98004

### TO ARTIST PARKING FROM NE 4TH ST

Exit Bellevue Square and make a LEFT onto NE 4th Street. Turn RIGHT onto Bellevue Way NE (.4 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn into the parking lots on your right side.

### TO ARTIST PARKING FROM NE 8TH ST

Exit Bellevue Square and make a RIGHT onto NE 8th Street. Turn RIGHT onto Bellevue Way NE (.6 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn in-to the parking lots on your right side.

### TO ARTIST PARKING FROM LANE B

Exit Lane B and make a RIGHT onto NE 8th Street. Turn RIGHT onto Bellevue Way NE (.6 miles). Turn LEFT onto Wolverine Way. Go up the hill and turn into the parking lots on your right side.