



BELLEVUE ARTS WEEK *FAIR* END

JULY 25 - 27, 2025

**BELLEVUE ARTS MUSEUM
& BELLEVUE SQUARE**

CRAFTING COMMUNITY SINCE 1947

ARTIST GUIDE

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CONGRATULATIONS

We are excited to welcome you to the 2025 Bellevue Arts Fair! Thank you for being a vital part of one of the region's most celebrated art events. Your creativity and dedication are what make the Fair such a vibrant and inspiring experience for our community.

This Artist Information Guide is designed to help you have a smooth, successful, and enjoyable event. Inside, you'll find important details about setup, logistics, event guidelines, and resources available to you throughout the weekend. Please review it carefully to ensure you have everything you need.

We are here to support you and are committed to creating a positive and rewarding experience for all of our participating artists. If you have any questions before or during the Fair, our team is ready to assist.

Thank you again for being part of the 2025 Bellevue Arts Fair – we can't wait to see your incredible work and celebrate this weekend with you!

Wishing you a fantastic event,
The Bellevue Arts Fair Production Team

IMPORTANT DATES & TIMES

July 24 | Fair Set Up

Artist Parking: 7:00am-10:30pm

Artist Lounge: 1:00pm-8:00pm

Storage: 10:00am-8:00pm

July 25 – 26 | Arts Fair

Restocking–Site Vehicle Access:
8 – 9am

Fair hours: 10am – 7:00pm

Artist Parking: 7:30am – 9:00pm

Artist Lounge: 9:00am – 7:00pm

Storage: 9:00am – 8:00pm

July 27 | Arts Fair

Restocking–Site Vehicle Access:
8 – 9am

Fair hours: 11am – 6pm

Artist Parking: 7:30am – 8pm

Artist Lounge:
10:00am – 6:00pm

Storage: 10:00am – 7:00pm



CONTACT INFORMATION

ORGANIZATION	NAME	CONTACT INFO	ADDITIONAL INFO/WEB
Bellevue Arts Fair Production Team		bamarts@expevents.com	Contact for load-in, load-out and main fair management
Bellevue Fire Department		425.452.6892	All inquiries pertaining to BFD rules
CORT Rentals	Felix Felipa	customercare@cort.com 425.953.1444	cortpartyrental.com
WA Department of Revenue	Revenue Agents Main Office, M–F, 8am–5pm	360-705-6741	Obtain UBI# / Questions

FAIR SITE

BAM Arts Fair is located at [The Bellevue Collection](#) (575 Bellevue Square, Bellevue, WA 98004) and the Bellevue Arts Museum. Artist booths are located on the west side of Bellevue Square mall on the ground floor of the parking garage and on the street between the garage and the mall. 2025 brings a new layout, improved artist lounge, and refreshed feeling!

ARTIST AMENITIES

DRAYAGE

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

Please indicate on your CORT Order Form if you will require Drayage.

PUBLICITY

The media and marketing campaign runs up to 3 months and includes website and social media promotions, online calendar listings, digital and print advertising, and TV/radio spots.





ARTIST AMENITIES (CONTD.)

ON-SITE STORAGE

Storage spaces are available on-site. You can reserve access to onsite storage now for \$55. [Click HERE to reserve](#). Spaces are allocated on a first come, first served basis.

Please refer to Important Dates & Times for storage access hours. Overnight security will be provided,

ARTIST LOUNGE

The Artist Lounge will be provided for artists to get away from the crowds throughout the weekend. Located in the back of the fair, it will be consistently stocked with water, coffee, and snacks.

BOOTH SITTERS

Booth sitters are volunteers available to provide breaks of up to 30 minutes. You will receive information day of load in on how to reserve or request a booth sitter during the duration of the Fair.

WiFi

WiFi is provided free of charge to all artists. Be on the lookout for more information in the final info packet two weeks before the fair.

MEDIA TOOLKIT

PROMOTIONAL MATERIALS

Please note: there is a new website for the Bellevue Arts Fair Weekend: bellevueartsfair.com

All public facing event details are being added and refined on this site.

A media toolkit is available for Bellevue Arts Fair! You're welcome to use the logos and imagery to help promote your participation at the Fair.

We look forward to seeing your excitement around the Fair this year! [Click HERE for the Media Toolkit!](#)

Please follow [@bellevueartsmuseum](https://twitter.com/bellevueartsmuseum) on social media and use the hashtags [#bellevueartsfair](#)

[#bellevueartsfairweekend](#)

FINANCIAL AGREEMENT

ARTS FAIR 2025

Refer to our email for all registration documents, payment links, and details. If you cannot locate this email, please email BAMarts@expevents.com. If you do not fill out the registration forms and finalize booth payment, then you cannot participate in the Arts Fair.

REFUNDS & CANCELLATIONS

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.



FINANCIAL AGREEMENT CONTD.

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 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%. If this changes beginning July 1st, we will send an update.

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 25 – 27, 2025.
- Artists must strictly adhere to all fire, safety, and security regulations
- Only one artist & collaborator is allowed to occupy a space location unless otherwise allocated.
- Artwork must be original and produced by or under the direction of the artist.
- Commercial kits, molds, patterns, prefabricated forms, mass-produced, or imported goods are not eligible.
- Ready-made objects that are embellished, painted, decorated, dyed, or 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 permission to exhibit in the BAM Arts Fair.
- 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.
- 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.



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 here to view the CORT Rentals Order Form.](#)

CORT Rentals is the official vendor for décor. We recommend completing the form digitally as a fillable PDF, or printing it out to fill in by hand and emailing it to CORT as a scanned document.

For any questions, please contact CORT at 425-953-1444 or email customer@cort.com.

ELECTRICITY

- Electricity is provided at no additional cost, with each booth allocated up to 400 watts. Please ensure you do not exceed this limit to avoid overloading 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

CHECK-IN – THURSDAY

We look forward to providing you with updated load-in information soon. Additional details covering all load-in and load-out procedures will be sent out two weeks prior to the Fair.





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.

Important Fire Safety Guidelines from the City of Bellevue Fire Department

The City of Bellevue Fire Department has strict guidelines for all exhibitors, particularly regarding flame retardant materials, which will be strictly enforced. Please review the following requirements carefully to ensure compliance and avoid onsite issues.

Representatives from the Bellevue Fire Department will be available during set-up on Thursday, July 24 to answer any questions. For specific inquiries ahead of time, contact the department at 425-452-6892.

Booth Structure Guidelines:

Exhibitors under the garage (F-R booths): No canopy tops are allowed.

Exhibitors outside the garage (S booths): Canopy tops are permitted.



FIRE DEPARTMENT GUIDELINES [CONTINUED]

1. FLAME RETARDANT MATERIALS & CERTIFICATES (REQUIRED ONSITE)

- All tents, sidewalls, drapes, curtains, hangings, and similar décor must be flame retardant, excluding artwork on display.
- Each item must have a valid Flame Certificate onsite, verifying it meets NFPA 701 or California State Fire Marshal standards.
- If an item is not inherently flame retardant and no certificate is available, it must be treated by a third party, who must then issue a valid certificate.
- Prohibited materials include oilcloth, tarpaper, sisal paper, nylon, Orlon, and others that cannot be made flame resistant.
- Combustible floor materials (e.g., hay, straw, shavings) are not allowed inside booths or tent structures.
- Items without valid flame certificates must be removed, or your booth may be closed if the issue cannot be resolved before show opening.

2. COMBUSTIBLE

- Do not store cardboard boxes or any combustible materials on or around heat-producing appliances or electrical wiring.
- Keep combustible materials to a minimum and store them neatly.

3. OBSTRUCTIONS AND FIRE SAFETY ACCESS

- No canopy tops are allowed under the garage (F-R booths).
- Do not attach anything (artwork, cords, lights, etc.) to fire sprinkler pipes or conduit.
- Keep aisles completely clear—no chairs, easels, or signs may block walkways.
- Exit signs and firefighting equipment (hydrants, connections, etc.) must remain fully visible and accessible.

4. ELECTRICAL SAFETY

- Extension cords must:
 - Be 3-wire grounded
 - Serve one appliance or one approved power strip
 - Be UL listed and protected from damage or foot traffic
- Cube adapters and unlisted multi-outlet devices are not allowed
- Spliced wires and open junction boxes are prohibited
- Do not hang anything from electrical conduit or sprinkler pipes
- Please ensure your booth setup aligns with these regulations. Thank you for your cooperation in maintaining a safe environment for all.

[Click HERE to view Canopy Requirements!](#)



CLOSING

Thank you for joining us in bringing this year's art fair to life!

Your creativity and passion are what make this event so special, and we are truly honored to have you as part of our community.

We look forward to celebrating your work and creating a memorable experience together.

Should you have any questions or need support, please don't hesitate to reach out. Until then, we wish you inspired preparations and a wonderful lead-up to the event.

BELLEVUE ARTS WEEK * FAIR END *