

Dear Artist,

We are excited to share some details with you about applying as a vendor artist to Circle Theatre's UnderGround Artfest. This event was created to support our theatre and give a unique opportunity for theatre artists around DFW. While we cannot host artists on our stage just yet, we can provide a place for artists who have additional art-based talents to grow their businesses.

We appreciate your time in applying, please note that space is extremely limited and should you be accepted to our first art festival, we encourage you to apply again for future shows.

DETAILS AND NOTES

- This is an indoor event from 12:00 p.m. to 6:00 p.m. on Saturday, July 24 at Circle Theatre.
- Vendor check-in will begin at 10:00 a.m. Vendors must be unloaded by 11:30 a.m., ready to sell by 12:00 p.m. and may not tear down before 6:00 p.m. for any reason.
- Parking and setup directions will be emailed at a later date.
- At this time, we are asking all our vendors to be vaccinated
- All vendors may be asked to wear a mask, please do not apply if this is not doable for you
- The maker/owner must be present at the event.
- All food and drink products must be packaged for takeaway. Samples are allowed for on-site consumption.
- No tents are allowed. Folding tables and chairs are permitted for a 4x7 indoor space. No eight foot tables.
- We have limited access to electrical outlets, please let us know if you must have one - it is not guaranteed.
- Vendor no-show, *with the exception of emergencies*, will result in the loss of your item and possible exclusion from future events.
- We will provide bottled water or soda for our vendors.
- Restrooms will be available on site.

REQUIREMENTS TO BE A VENDOR/ARTIST

- We are waiving artists' application and participation fee (often \$50-\$100 for one day events)
- To secure your spot, we ask for you to donate one item to our raffle baskets valued at \$20.
- Item drop by July 14th to secure your spot.
- Donated item is non-returnable for any reason as they will be wrapped into baskets prior to the event
- We also ask that 5% of end of day sales are donated back to Circle Theatre to help cover the costs of the day.
- The State of Texas requires market vendors to have a sales tax ID.
- Artists are responsible for collecting and paying sales tax as required by law.

MARKETING AGREEMENT

Circle Theatre is a non-profit organization and will be putting great marketing efforts into this festival. We will have social media campaigns as well as email blasts to 7000+ subscribers. We also ask all of our vendors to share about this event on their business and/or personal social media pages. By accepting a spot at our market, you are also agreeing to help us spread the word!

-Circle Theatre Team