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## ArtWalk at the Ice House presented by Culture Connection AZ

### **Guidelines for Participation**

Culture Connection AZ welcomes people of all races, cultures, religions, genders and gender identities, sexual orientations, ethnicities, ages, abilities, and nationalities. **We expect you to treat every individual with dignity, respect, and compassion.**

Because of our cultural focus, we ask that artists and creators openly and proactively share about their culture, background, and lived experiences in order to educate, inform, and inspire the Flagstaff community.

NO hate speech, name-calling, or offensive language. Vendors that use this language will be told to leave. Treat all vendors, artists, volunteers, and visitors with respect. Do not down-talk or talk negatively about another vendor or their product.

Artists/Vendors cannot discriminate based on race, religion, age, gender, sexual orientation, ability, military service, political affiliations, etc.

### **Set Up**

Each artist/vendor should bring their own table and chair(s) and is responsible for their own set up and take down. When we have volunteers, they can help, but we may not always have volunteers.

ArtWalk takes place from 6-9pm, and vendors can arrive and begin setting up no earlier than 5pm (if you need more time please make arrangements with us *prior to the day of the event*).

Displays and tables must be set up in a way that there is at least 3 feet of space across all hallways and passageways to comply with ADA requirements for access. We encourage vendors to be as inclusive and accessible as possible. If you need ideas for how to be more accessible and inclusive, please talk to us!

Any electrical cords or other items in passageways must be taped down or covered with a rug.

Please attend to your belongings at all times. Culture Connection AZ is not responsible for lost, damaged, or stolen belongings.

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## **Permits, Taxes, Licenses**

By participating in the event you acknowledge that you are solely responsible for and will fulfill all legal requirements for practicing your business (permits, licenses, taxes, etc). Culture Connection AZ does not collect taxes on behalf of vendors.

## **Permitted Items**

Items bought in bulk and marked up to be resold are not permitted. Any resale items must be purchased fair trade. Items purchased as raw materials for creating a unique product, such as mugs or clothing, are permitted. Trademarked logos may not be sold without permission to use the trademark.

No artists/vendor will offer anything for sale that could be considered illegal or offensive, as determined by Culture Connection AZ.

For liability reasons, do not bring or use alcohol or drugs on the premises.

## **Marketing**

Please share the event on social media, invite your friends, and let others know you will be there!

We may take photos of the event to use in our marketing materials. You acknowledge and accept that you and/or your artwork/products may appear in our marketing materials or our social media posts. We highly encourage you to tag yourself and your business in our social media posts!

## **Parking**

You can park in the spaces in front of the main entrance on Riles to unload and load, but once you are finished you will need to move your car. There is paid street parking surrounding the building (free after 8pm), and free parking after 5pm at the Coconino County Administration Building less than 1 block away at 219 E Cherry Ave. Please let us know if you need assistance.

## **Payment**

The cost per artist/vendor is \$20 and must be paid in advance of the event. Fee is not refundable. We have both indoor and outdoor space available.

**Payment is required before the day of the event.** There is also the option of doing volunteer work instead of paying the fee. If you are interested in the volunteer option, please talk to us **before** the day of the event.

For questions, please email [info@cultureconnectionaz.org](mailto:info@cultureconnectionaz.org) or call (928) 440-3561.