

Have you completed an art related Good Times course (provided by Recreation, Parks & Open Space)? (Y/N)_____

If yes, when? (Month/Year)_____

Name of Course(s)_____

Name of Instructor(s)_____

Are you a Norfolk Resident? (Y/N)_____

Are you affiliated with NEON? (Y/N)_____

If yes, in what capacity?_____

Set-Up/Load-In

- Set-Up time is 3:30pm to 5:00pm. The event is from 5:30pm to 7:30pm. Load-out starts at 7:30pm. **Exhibitors cannot leave early.**
- Exhibitors will have a designated 8' x 8' space.
- Each exhibitor will receive (1) 6-foot table and (2) chairs.
- Exhibitors are welcome to bring additional standing/movable displays, as long they fit within the 8' x 8' foot space.
- The small parking lot, next to the Plot, at the corner of Granby St. and Olney Rd. will serve as the load-in area. Vehicles cannot be left in this area.

Parking

- Exhibitors are welcome locate street parking in close vicinity of the Plot. **Special/designated parking will not be provided.**

Power

- Power will not be provided.

Entertainment

- Musical and dance performances will take place on the Plot stage.

Food

- (1) Food truck will be onsite. Food is at the expense of the exhibitor. Exhibitors are welcome to bring their own snacks, drinks, etc.

Exhibitor Area

- Exhibitor are expected to monitor their own areas. Participants must remain during the entire event. Early departures are not permitted.
- Exhibitors are welcome to sell their artwork. **RPOS will not be responsible for managing or collecting any monies. RPOS will not receive any proceeds from sold artwork.**

Exhibitor Application

- **Proposals are due no later than May 6, 2019. Email proposals to melanie.foreman@norfolk.gov.**
- RPOS reserves the right to accept or deny submitted proposals. All applicants will be notified of acceptance or denial no later than May 13, 2019.
- Questions? Contact Melanie Foreman at 441-5833 or email melanie.foreman@norfolk.gov.

I understand that I am responsible for all goods and products and agree to indemnify, release, defend and hold harmless the City and its employees, officers, volunteers, and agents for any expenses of liability they suffer as a result of any harm, damage destruction or thievery of related materials while on the property of the Plot and agrees to all terms listed above.

Signature_____

Print Name_____

Date_____