



**2018 ArtSplash Children's Area Activity Booth Application**

**Non-profit organization** \_\_\_\_\_

**For-profit sponsor (if any)** \_\_\_\_\_

**501c3 Tax ID Number (Required)** \_\_\_\_\_

**Contact person** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

**Phone (days)** \_\_\_\_\_ **(evenings)** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Description of activity (enclose sample project with application)**  
**NO FACE PAINTING OR TEMPORARY TATTOOS ARE ALLOWED.**

**Number of \$1 tickets you want to charge for the activity** \_\_\_\_\_ **(1 to 5 tickets)**

**We need: Electricity** \_\_\_\_\_ **Water Source** \_\_\_\_\_

**Please return completed form, one finished project, and your \$75 registration fee to:**

**Art Center's ArtSplash  
Sioux City Art Center  
225 Nebraska Street  
Sioux City, IA 51101**

**You will be notified no later than June 15 about the acceptance of your application. If you application is not accepted, your registration fee will be returned with the notification letter.**

**APPLICATION DEADLINE: June 1, 2018**



## KEY INFORMATION FOR NON PROFIT ORGANIZATIONS HOSTING 2018 CHILDREN'S ART ACTIVITY BOOTH

### SET UP

Set up for Art Center's ArtSplash will take place on Friday, September 1<sup>st</sup> from 10AM to 5PM. You must set up your booth on Friday during the designated time – no exceptions. If your booth is not setup on Friday during the designated times, you will not be allowed to participate in the festival in 2018, nor in Art Center's ArtSplash 2019.

### SETTING UP AND BREAKING DOWN YOUR BOOTH

Your booth should be ready to go by 9:30 on Saturday and Sunday morning. Your organization is responsible for cleaning your area at the end of each day. PLEASE NOTE: If your area is not completely clean on Sunday at the end of the festival, your organization will not be welcomed back.

ART CENTER'S ARTSPLASH PROVIDES:	YOUR ORGANIZATION PROVIDES:
<ul style="list-style-type: none"><li>• 10x10' Tent</li><li>• (2) 8' Tables</li><li>• Chairs for guests making your craft</li><li>• ArtSplash Staff to assist you if you have needs during the festival</li><li>• (2) complimentary admission wristbands given to your organization. Additional admission wristbands may be purchased in advance at a discounted rate for your volunteers. You will need to provide a list of names to take advantage of the discounted price of \$2 per wristband. Limit of 40 per organization.</li></ul>	<ul style="list-style-type: none"><li>• Your craft supplies <b>Please note:</b> project must be the one accompanying your application.</li><li>• Additional tables</li><li>• Chairs for volunteers</li><li>• Water</li><li>• Trash bags</li><li>• Volunteers<ul style="list-style-type: none"><li>○ Schedule workers for three hour shifts, with enough volunteers to help children complete projects as quickly as possible.</li><li>○ Have at least 2 adult volunteers at all times, in addition to any youth volunteers you may have.</li></ul></li><li>• Creative organization signage</li><li>• Booth decoration – STRONGLY ENCOURAGED to attract kids and their parents!</li></ul>

### TICKET AND MONEY MATTERS:

#### DURING THE FESTIVAL:

- ArtSplash volunteers sell \$1 activity tickets to festival guests.
- Your volunteers will be responsible for collecting the correct number of activity tickets for your project.
- ArtSplash provides a container for ticket collection.
  - Each day, you will sign for your container and verify that it is sealed shut, with only a slit in the top.
  - At the each day, you will sign out your container with an ArtSplash volunteer for storage.

#### AFTER THE FESTIVAL:

- During the week following ArtSplash, a representative from your organization will be responsible to sit with a member of ArtSplash staff to open the seal on your container and count your tickets.
- ArtSplash will keep 15% of your booth's profits, and your organization will receive a check for the remaining amount by the end of September.

### QUESTIONS?

Please call us at 712-279-6272 ext., 232 or e-mail us at [ewebber@sioux-city.org](mailto:ewebber@sioux-city.org).

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Sioux City Art Center