

# FESTIVAL HANDBOOK

## PAYMENT SCHEDULES

### **BOOTH AND DUES PAYMENTS:**

Membership dues are \$35.00 per artist. Returning artists dues payment deadline is October 31<sup>st</sup>; new artists dues deadline is 30 days past Jury Day (see Calendar section for deadline). Booth payments are spread out over a four-month period as shown in the schedule below. The amount of each payment varies depending on the size of booth selected. A late fee of \$25 will be charged for any membership or booth payments not made in full and postmarked by the given due dates (check your newsletters for more specifics on due dates or see schedule printed below). A \$25 fee will be assessed for any returned or cancelled checks.

Payments **postmarked** by the due date are considered timely and not subject to penalties. Please do not attempt to hand deliver your payment to the LAAF office. Since we do not keep regular office hours, your payment may go missing. If you feel you will have trouble meeting the payment schedule, additional payment plans may be available. Contact the office for a Payment Plan Request Form. If your request is approved, you **must** meet the new payment schedule or risk forfeiting your place in the show.

If you choose to change the size of your booth you must notify the LAAF office in writing prior to the beginning of the booth selection process. Additional payments must meet the payment schedule. If you increase your booth size at the time of booth selection, the additional payment must accompany your booth request. If you decrease your booth size at this time, a refund will be issued by the treasurer following the completion of booth selection, and inserted into your May artist packet.

### **RETURNING ARTISTS:**

	<b>1/2 BOOTH (\$715*)</b>	<b>3/4 BOOTH (\$1015*)</b>	<b>FULL BOOTH (\$1315*)</b>	<b>BOOTH &amp; 1/4 (\$1615*)</b>	<b>BOOTH &amp; 1/2 (\$1915*)</b>
OCT 31	\$200**	\$200**	\$200**	\$200**	\$200**
NOV 30	\$175	\$275	\$375	\$475	\$575
DEC 31	\$175	\$275	\$375	\$475	\$575
JAN 31	\$165	\$265	\$365	\$465	\$565

### **NEW ARTISTS:**

	<b>1/2 BOOTH (\$715*)</b>	<b>3/4 BOOTH (\$1015*)</b>	<b>FULL BOOTH (\$1315*)</b>	<b>BOOTH &amp; 1/4 (\$1615*)</b>	<b>BOOTH &amp; 1/2 (\$1915*)</b>
MAR***	\$200**	\$200**	\$200**	\$200**	\$200**
MAR 31	\$175	\$275	\$375	\$475	\$575
APR 30	\$175	\$275	\$375	\$475	\$575
MAY 31	\$165	\$265	\$365	\$465	\$565

\* These amounts do NOT include the \$35.00 membership dues.

\*\* \$200 of the initial booth payment is non-refundable

\*\*\* New artist's first payment is due 30 days past Jury Day. This date changes yearly. See newsletter and/or Calendar section for specific dates.

## PAYMENT SCHEDULES, cont.

### **MAKE ALL PAYMENTS TO:**

Make all payments payable to **Art-A-Fair**, note on the check what the payment is for (booth, dues, barcodes, parking, etc.), and make certain your name is legible on the check if you use a business check. Though checks are preferable, money orders are acceptable as well.

**Mail all payments to Art-A-Fair, P.O. Box 547, Laguna Beach, CA 92652.**

### **OTHER FEES OR PAYMENTS:**

There are a variety of other opportunities you may or may not choose to take advantage of. Additional pages of barcode labels are available at \$2.00 per sheet (you receive 10 sheets free if your request is made by the given due date. See the Barcode section of the artist packet for specifics).

A season pass for parking in the ACT V parking lot (Lot 16 - seven-tenths of a mile north of the festival grounds at 1900 Laguna Canyon Road) is available for a nominal fee (around \$20) and may be purchased from the city of Laguna Beach at the Senior Community Services Center, 380 3<sup>rd</sup> Street, Laguna Beach, 92651. This used to be called the Susie Q Community Center. Hours are: M-Th 9am – 5pm, Fridays 9am – variable. (If you plan to drive down on Friday you should first double check their closing time for that day.) You must apply in person, and passes go on sale early in June. To contact this office for further information, call 949-497-0716.

You will need to have light in your booth, and all lighting fixtures must be outdoor approved and pass the Laguna Beach fire inspection. You may purchase light bars from our electrician or build your own using the directions supplied in this information packet. For electrician-built light bars pricing and ordering information will be available at the May mandatory meeting. In addition, LAAF has a limited number of light bars available for summer rental; watch the newsletters for availability and pricing. Plywood can be installed in your booth during booth set-up for a fee. Pricing and ordering information will be available at the May mandatory meeting and a form is included in your Forms to be Returned packet.