



SPOKANE VALLEY ARTS COUNCIL &

S P O K A N E SYMPHONY

Fall Arts Preview – Labor Day in the Park

June 26, 2024

Dear Spokane Arts Organization, Arts Related Business, or Supporter of the Arts:

On behalf of the Spokane Valley Arts Council, it gives me great pleasure to invite your business/organization to be a part of this year's annual Fall Arts Preview event, presented in conjunction with the Spokane Symphony's Labor Day Concert in Comstock Park. The event will kick off the 2024-2025 arts season on **Monday, September 2**, from **4:30 to 7:30 pm** concluding with the Spokane Symphony's popular free concert. The opening band will play from 5:00-5:30 & the Symphony playing at 6:00.

We thank the Spokane Symphony for their generous sharing of this time and place. Fall Arts Preview provides a great marketing opportunity for groups who want to share information with the public about upcoming events, season offerings, and businesses that support the arts community!

The registration fee of **\$40** per participating group (**\$14.00** for an additional table) covers the cost of table rentals, decorations, and other costs incurred for the event. All fees paid will be utilized for College Student Art Scholarships this fall. Please return the enclosed registration form along with your fee to the Spokane Valley Arts Council no later than **Friday, August 16, 2024**.

You will receive a confirmation letter with receipt for your fees and a registration number, which you will use to check-in at the event. If you do not receive this confirmation within two weeks of sending your registration, please contact Gail Bongiovanni (SVAC board member).

This event always requires much volunteer help with set-up, tear-down, and other tasks. Set-up begins at 11 am and takes one or two hours; tear-down is immediately following the concert intermission. If you are willing to lend a hand, please check the appropriate box on your registration form.

Exhibitors may begin setting up as early as 2 pm. Exhibitors arriving after 3:30 will have very limited options for placement. You will need to provide a volunteer(s) to staff your table and enough chairs for your volunteers. Bring printed handout materials about your organization. There have been many requests from vendors to sell products at their table, but unfortunately Spokane City Parks cannot permit sales of merchandise; that must be our policy as well. Please review the attached policy statement Public Policy for Sales and Raffles, Vendor Notice.

We encourage you to be creative in planning your display — consider materials that stand upright rather than lying flat. Remember that the weather may be windy. Also please consider providing some kind of interactive activity. There will be activity stations staffed by artists to encourage participation in the arts.

We will provide a table, a tablecloth, and electricity if needed; the rest is up to you. In keeping with our policy to provide information only, selling of merchandise is prohibited. For more information, contact Gail Bongiovanni at 509-986-8333 or email: gaildancer@juno.com You may also contact SVAC President, Marc McIntosh at 509-979-5239 or email: thee1mac51@aol.com

Sincerely,

Gail Bongiovanni, volunteer chairperson of Spokane Valley Arts Council

<https://www.spokanevalleyarts.org/>

<https://foxtheaterspokane.org/event/labor-day-concert-at-comstock-park/>



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PUBLIC POLICY FOR SALES & RAFFLES VENDOR NOTICE

To all vendors who participate in the Fall Arts Preview:

The Spokane Valley Arts Council would like to clarify for our vendors about the rules regarding the sale of raffle tickets, merchandize, and other products and services.

We have considered the policies of the Spokane City Parks Operations and the City Taxes and Licenses in order to learn where the permissions lie. The SVAC is not mentioned on the permit for that event in Comstock Park. We are listed as "other arts organization" on the permit with the Symphony, to whom we serve with our volunteer work to organize the Fall Arts Preview event.

There might be some way to permit the handling of money at this event, but that would require the SVAC volunteers to inspect or enforce all of our vendors and police for proper licenses and permissions; this goes so far beyond the scope of our service that we have decided within our board and with the agreement of the Spokane Symphony to avoid such liabilities and stick to this policy started by Spokane Folklore Society of saying no to any and all requests by vendors to engage in activities that involve the exchange of money.

We regret that we have to take this position, but it ensures the ongoing integrity of the Fall Arts Preview in Comstock Park.

Gail Bongiovanni, Volunteer Chairperson
Spokane Valley Arts Council
gaidancer@juno.com
509-986-8333 cell

<https://www.spokanevalleyarts.org/>
<https://foxtheaterspokane.org/event/labor-day-concert-at-comstock-park/>



VENDOR REGISTRATION FORM

DEADLINE: Friday, August 16, 2024

Fall Arts Preview 2024-2025 – Labor Day in the Park

MONDAY, SEPTEMBER 2, 2024 COMSTOCK PARK, 3012 S. Howard St

PLEASE PRINT CLEARLY

Organization / Business: _____

Mailing Address / Zip: _____

Phone / Email: _____

Contact Person: _____

Contact's Mailing Address / Phone: _____

| | YES | NO |
|---|-------|-------|
| The typical display area is the size of a single table (2'x8'). Do you need more space? | _____ | _____ |
| Would you like an additional table (add \$14.00 to registration fee for each additional table)? | _____ | _____ |
| Do you need electricity? (Limited availability.) | _____ | _____ |
| Will you present an interactive activity? | _____ | _____ |
| Are you willing to help with event setup and/or tear down, or volunteer in any other capacity? | _____ | _____ |

TOTAL AMOUNT PAID (\$40 plus \$14 for each additional table): \$ _____ Check payable to "SVAC"

All fees paid will be used to provide student art scholarships! Thank you!

To participate in Fall Arts Preview, please print and complete this registration form and return it, along with your registration fee by August 16 to: Spokane Valley Arts Council PO Box 141676 Spokane Valley, WA 99214-1676

OR Pay Online with added processing fee @ www.SpokaneValleyArts.org & send photo of form to gaidancer@juno.com