



TAKE 190 WEST 2012
ARTIST GENERAL APPLICATION FORM
 MARCH 2-3, 2012

Name		
Company Name (if applicable)		
Address		
City/State/Zip		
Telephone		
E-mail		
Booth Space Desired (Single booths may not be shared; Double booths may be shared by up to 3 artists)	Single -10X10 (\$125) <input type="checkbox"/>	Double -10X20 (\$200) <input type="checkbox"/>
Brief description of types of media you will exhibit or sell at the event.		
What is the price range of the works you will exhibit or sell at the event?		
<p>One table and two chairs will be provided free of charge. A limited number of spaces will have access to electricity and are available on a first come, first served basis. Please indicate if you will need access to electricity. Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>A limited number of trellises for displaying artworks are available on a first come, first served basis. Will you need a trellis? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>You will be notified by email once your registration forms have been received and processed. Cancellations more than 60 days before the event will receive a refund minus a \$25 cancellation fee. Cancellations between 30 and 60 days prior to the event will receive a refund minus a \$50 cancellation fee. No refunds will be given for cancellations less than 30 days prior to the event. Mail all application packets to:</p> <p style="text-align: center;"><i>Take 190 West/City of Killeen</i> Attn: Artists' Applications 3601 South W. S. Young Dr. Killeen, TX 76542 (254) 501-3888 ckuehl@ci.killeen.tx.us</p>		

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For Office Use Only:	10 x 10 <input type="checkbox"/>	10 x 20 <input type="checkbox"/>	Payment rec'd <input type="checkbox"/>
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TAKE 190 WEST 2012
RELEASE AND ACKNOWLEDGEMENT

I (hereinafter "Booth operator"), in consideration for having a booth at the Killeen Take 190 West Festival, hereby release and forever discharge the City of Killeen, its employees and elected officials and the members of the Take 190 West Steering Committee from any responsibility or liability for loss, claims, damages, theft, injury, or accident from activities conducted in preparation for, during and immediately following the Take 190 West Festival. The scope of this release extends to matters known now and those that become known in the future.

Booth operator agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by the Take 190 West Steering Committee or the City of Killeen. Booth operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator assumes full and complete responsibility and will hold harmless the City of Killeen, its officers, council members, directors, servants, agents, employees, and volunteers from any loss, lost profits, damage or injury to the person or property of Booth Operator or Booth Operator's agents, customers or invitees.

It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities, and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the festival without a refund of any fees paid.

Additionally, I hereby authorize the City of Killeen to reproduce any of the images submitted as part of this application for the sole purpose of advertising and/or promoting this event.

I have read the content of this document. I execute this document voluntarily, and I specifically affirm that I understand all matters set forth herein.

Signed:

Booth Operator

Date

Printed Name of Booth Operator



TAKE 190 WEST 2012 EVENT DETAILS FOR ARTISTS

Date & Time	<p><u>Preview Party: Friday, March 2, 2012, 6:00 p.m. - 9:00 p.m.</u></p> <p><u>Public Event: Saturday, March 3, 2012, 10:00 a.m.- 4:00 p.m.</u></p>
Event Description	<p><i>Take 190 West</i> is Killeen's week-long salute to the arts and is a partnership between the Killeen Convention and Visitors Bureau, the City of Killeen, and the Killeen Independent School District. Planned events for 2012 include:</p> <ul style="list-style-type: none"> • The Artists' Preview Party • Book signings by local, state and nationally-known authors • A sculpture contest featuring professional sculptors from Texas and beyond • The KISD student Art Show. <p>An invitation-only preview party will be held on Friday, March 2, 2012, from 6:00 to 9:00 p.m. The Saturday event will be open to the public free of charge.</p>
Hospitality	<p>A delicious array of gourmet finger foods will be available during the preview party. Breakfast pastries, lunch and beverages will be provided on Saturday for your convenience.</p>
Deadlines	<p>Application and release forms are due no later than November 15, 2011.</p>
Marketing	<p>We will be advertising throughout central Texas via television, radio, and billboard. Additionally, direct mail will be distributed to select community members.</p>
Rules	<p>Artists may sell only those art pieces created by the artist or to which the artist has exclusive rights only. Fine art prints of the artist's works are allowed and encouraged.</p> <p>Only one artist per single booth; up to three artists may share double booths.</p> <p>Each exhibitor must be open for business on Friday, March 2, 2012, from 6:00 p.m. - 9:00 p.m. & on Saturday, March 3, 2012, from 10:00 a.m. - 4:00 p.m. Booths must stay in operation until 4:00 p.m. on Saturday.</p>
Set up & take down	<p>Set-up will be Friday, March 2, 2012, starting at 1:00 p.m. Booth set-up must be completed by 5:00 p.m., and artists must have booths manned by 6:00 p.m. when the preview party starts.</p> <p>Tear-down will start at 4:00 p.m. on Saturday, March 3, 2012. Vendor vehicles may be parked in the loading zones near the doors of the Convention Center for unloading and loading only. Vehicles must be moved to the parking area immediately after unloading or loading. No vehicles will be allowed in the loading zones after 5:00 p.m. on Friday, March 2, or before 4:00 p.m. on Saturday, March 3. The doors of the exhibit hall will be locked on Friday at 9:30 p.m. until Saturday at 9:00 a.m. Vendors presenting the proper identification to the posted room monitors will be allowed in to the exhibit hall no earlier than 9:00 a.m.</p> <p>The City of Killeen will not be responsible for any losses or damages that occur in or around the Killeen Civic and Conference Center.</p>