

WEEKEND

**POP-UP
ART
SHOWS**

OPPORTUNITIES

Sponsored by

Northern Colorado Artist Community

(NOCOAC) 501c3 nonprofit



Solo Art Show or with a group Design your own show

1,000 sq ft space with 128 sq ft wall space (32'x4') for display hanging, on the white peg boards (portable grid walls available upon request)

Plus Separate reception space (250 sq ft)

Space Amenities: art hung on peg board area (portable grid walls available)

*Separate reception room *Refrig/microwave/coffee maker *four 6' tables *one 48" round table *15 chairs *pegs for hanging on peg board *WIFI

⇒ Set your own hours for the show—space available to you

8am Friday through 2pm Monday

⇒ No commission is taken from sales

⇒ Advertising: NOCOAC will promote your event on FB & newsletter

* Extra promotion: when select First Friday Art Walk Weekend website, Pirate Radio & flyer

Price: due with application

- First Friday weekend = \$250 non-member, \$200 NOCOAC member
- Other weekends = \$200 non-member, \$150 NOCOAC member
- Student with ID 1/2 off member or non-member rates
- \$40 refundable cleanup/damage deposit

More information & Application:

Vendor Insurance is mandatory

Fill out application form on website (SanderosaArtGallery.com) or the gallery

ONCE APPROVED - needed for advertising:

Responsibility of artist to get the information into Candi - submit at least 2 weeks before show or will not be advertised

- title of show, full show description
- list of artist(s)
- photos

Email Candi—candi@4r.com

3121 Kintzley Ct. Unit A (across parking lot from Sanderosa Art Gallery) 970.818.8928

NOCOAC POP-UP ART SHOW RESERVATION & AGREEMENT

CONTACT PERSON _____

SOLO SHOW _____ GROUP - list names _____

DATES for SPACE _____ TIME for SPACE _____ VENDOR INSURANCE _____

PROGRAM TITLE & DESCRIPTION FOR ADVERTISING _____

PAYMENT NEEDED AT TIME OF APPLICATION, including clean-up/damage deposit—will be returned if not accepted
cash _____ credit _____ check (payable to NOCOAC) _____ grid walls needed _____

NOCOAC Space Guidelines:

- Follow Set up and Tear down procedures
- Children must be supervised while out in the parking lot
- The loft is off limits and not available for events
- Drop Cloths are to be used for messy events
- Alcohol can not be served at any function, at this location
- Responsible for own sales

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - will lock once closed

REFUNDABLE CLEAN-UP & DAMAGE DEPOSIT: will be returned within 7 business days if space left as found it.

ENTRY INTO FACILITY: Code will be given for the door once application accepted—only works for that weekend

CANCELLATION POLICY

- No refunds, except cleanup deposit
 - Emergency cancellations will be considered by the board regarding refund

SET UP & TEAR DOWN—can bring in any additional supplies

- SET UP = Space set up is the responsibility of person or group using the space
 - Folding chairs and folding tables will be available
 - Pegs and drop cloths will be available
 - **Portable grid walls available upon request**
- TEAR DOWN = set up can remain in place
 - Tables, counters, microwave, coffee maker left clean
 - Pegs left in peg boards / leave grid walls standing
 - Remove personal items

DOOR CODE:

Your reservation will be confirmed within 48 hours upon receiving your application.

Signature _____ Date _____

Email: _____ phone: _____

NOCOAC Representative _____ Date _____