

# SIDEWALK ARTS STROLL

MAY 20 · JUNE 17 · JULY 15 · AUGUST 19



## POLICIES & PROCEDURES

### CHECK-IN

Please report to former Regions Bank Bldg on the Square **between Noon and 4pm** to get your space assignment and sign receipt of tax information/statement of liability. This is the lovely historic white Greek Revival building with the tall white columns at the SW corner of the Square.

**ALL** artists/vendors will need to file and pay their sales tax before the end of the night at this same area.

We ask all artists/vendors who can have their space set up by 4:30pm to do so. This is the advertised start time of event. There are more than 2000 people that work in the downtown area. We anticipate that many who are not aware of the event will see the "activities" and want to participate before leaving the area. Anyone who is ready to sell may have the opportunity to reach more customers.

### SETUP/UNLOAD

You can have up to 2 standard 6 foot tables (3ft width end to end). No L-shaped formations. All spaces are approximately 12 ft in length with 4 ft depth along the walkways. We need to anticipate leaving comfortable space on the sidewalk for groups of people and allow safety of your merchandise without forcing people into the streets. Madison & Franklin streets will not be shut down. Participants are allowed to bring their own food/beverage for personal consumption only

If you plan to utilize electricity, please request this in advance on your application. These locations will require curb side setup. **NO ELECTRICAL CORDS CAN BE EXTENDED ACROSS THE SIDEWALK.** You will need to bring your own outdoor extension cord to connect.

You will need to unload quickly using your flashers. Be sure not to block traffic flow. Move your vehicle after unloading. Lots of parking is available just off the Square. Municipal garage on Gates has metered public parking, same at Eustis and Greene St. just east of the Square and of course the Clinton St. parking garage. All normal city parking regulations apply as posted by the City. Street meters are free after 5pm unless otherwise posted.

### IMPORTANT!!!

Participants who choose to sell their works/merchandise are required to collect and report a total of 8% sales tax on total sales. **All participants will need to report to SAS headquarters BEFORE LEAVING each event to turn in your completed tax form and payment. You must turn in a declaration of sales even if your sales were -0-. Failure to comply can result in cancellation of participation in future Arts Strolls.** All artists will have tax forms included in their artist packet at check-in. **If you file your own taxes You must provide copies of licenses for EACH tax authority: City of Huntsville/ Madison County/State of Alabama.** Performers not selling anything will not need to file any tax forms.

The sponsors and coordinators of this event assume no responsibility for the personal safety, property and/or merchandise of any participant.

The announced end time for event is 8:30. Participants should use their own discretion as to when to begin dismantling of exhibit space.

There is no Rain Date planned for this event.