

**PHOENIX CENTER FOR THE ARTS  
FIRST FRIDAYS ART EXHIBITIONS  
BOOTH RENTAL AGREEMENT**

The following guidelines have been developed with the safety and security of all participants and their property in mind. Please review them carefully before submitting your application. You will be asked in your application whether you have read and agree with the guidelines prior to participating.

Artists of all fine art and fine craft disciplines may apply. No commercial agents, dealers resale vendors may enter. Mass-produced kits, molds, embellished objects, commercial reproduction, and exhibitor posters are unacceptable. Limited edition offset lithographs and giclees are acceptable if signed, numbered and have a certificate explaining their origin, process, and archival properties. However, not more than 50% of your total art display/sale may be comprised of limited editions. All artwork must be signed. All artwork displayed must be for sale.

**Terms & Conditions**

1. The Artist, or an assigned representative, must be present during the show. The Artist must notify the City of Phoenix staff of the name and identity of their representative prior to participating in the event.
2. All work must be original.
3. Art work displayed must be appropriate for a diverse public audience of children, adults, and seniors.
4. No commercial goods for resale or consigned goods will be allowed.
5. No work is allowed requiring special hanging or installation. Work may be wall hung, freestanding, or able to be placed on a pedestal, within a 10' X 10' tent.
6. The Artist is responsible for all sales tax incurred.
7. Artist is required to show photo identification at the time of check-in
8. The City of Phoenix is not responsible for art work left after the First Fridays event.
9. The Artist can reserve booths up to three months in advance.
10. The Artist cannot have more than two bookings or booths reserved at any given time.

**Special Display Requirements**

1. The City of Phoenix is limited to four booths available to rent per each First Friday event and is first come first serve.
2. The fee for all artists using a City of Phoenix tent is \$100 and includes one table.
3. The fee for artist using their own tent is \$50.
4. Tented booths should measure 10' X 10' with side and back panels. Booths will be placed in pairs with space between pairs.
5. The entire booth must be white in color.
6. Two artists may share a booth. BOTH artists must submit an application including their respective \$50 (each) booth administration fees at the same time.
7. The Artist must provide tables and chairs, and other display equipment when providing their own tent.



**City of Phoenix**

PARKS AND RECREATION DEPARTMENT

Building healthy communities through parks, programs, and partnerships

CITY OF PHOENIX STAFF USE ONLY

Received By \_\_\_\_\_

Date \_\_\_\_\_

Amt Paid \_\_\_\_\_ Form \_\_\_\_\_

Notes \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_ Web Site \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that I am to store all my artwork within my booth at my own risk. I hereby release the City of Phoenix, all its agents, and representatives from all liability claims and responsibility for personal injury, damages to artwork, equipment and materials as a result of my participation in the First Fridays Gallery Exhibition, but not limited to loss suffered before, during, and after the event.

By signing this form I agree to abide by all rules set forth herein. I agree that the City of Phoenix reserves the right and sole discretion to advise me of any work that does not meet the standards and I agree that such work will be immediately removed upon request by City of Phoenix officials. I give my permission to the City of Phoenix to use my photos for advertising and marketing publicity.

I have read and agree to the specified terms and conditions for participating in the City of Phoenix, Parks and Recreation Department, Phoenix Center for the Arts First Fridays Gallery Reception and Art Show. I understand there are no refunds.

**Return To: Phoenix Center for the Arts  
1202 North 3rd Street  
Phoenix, AZ 85004  
Attn: Stacia Holmes**

For more Information please call 602-534-2285 or email [stacia.holmes@phoenix.gov](mailto:stacia.holmes@phoenix.gov)