

# Requirements for Exhibiting at 2022 Circle of Art

Please read the following requirements carefully, as there have been some significant procedural changes for 2022. In particular, the application and fee collection process will be done online through this website; primary communication will be via email.

## **APPLICATION FORM & FEE:**

1. A \$20 non-refundable application fee (payable by credit card) is required of **all** applicants, including those who have shown in the Circle of Art previously.
2. The completed online application form (found on the website).
3. Along with your completed application form, you must upload three (3) color images of your work, plus one (1) of your display booth.
4. Exhibitors must have a valid California Seller's Permit (Sales Tax Certificate of Registration/State Resale Certificate) from the State Board of Equalization. Enter your number on the application. A copy of your permit must be available upon request. More information can be found in this [CDTFA Information PDF Booklet](#) and at this [CDTFA FAQ website](#) and [CDTFA Permit Site](#).
5. Please note all special needs or requirements on the application form (e.g. additional exhibit space, or arrangements for electrical hook-ups, which must be made in **advance.**)
6. Fine arts and selected fine quality crafts are accepted. Work must be designed and executed by the artist. Displaying artwork other than as represented in the submitted images may result in removal from the show. Original work is encouraged; copies of original works are accepted.
7. The deadline for receipt of completed applications is 11:59 pm, December 15, 2021.
8. Notification of acceptance/rejection will be sent via email by January 15, 2022.

## **POST-ACCEPTANCE: BOOTH FEE, COMMISSION**

9. If the applicant is accepted, a \$150.00 Booth Fee will be due no later than January 30, 2022, and payable by credit card to the Circle of Art. The Booth Fee provides rental of one 12 x 12 space. Additional exhibit space is available for an additional fee; note this on the application form.

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10. No booth fee refunds will be given after January 30, 2022 and acceptance is non-transferable. No refunds due to inclement weather.
11. Set up instructions will be posted online, as well as being emailed to you with notice of your acceptance. Set up begins Friday from 2pm – 7pm.
12. All artwork sales are to be handled by the exhibitor with 12% due to the Circle of Art immediately at the end of the event. Commission payments may be made by credit card, cash or check.

### **DURING THE SHOW:**

13. Exhibitors are required to be present both Saturday and Sunday during show hours. (For 2022: Saturday, March 12, 9:00am to 5:00pm and Sunday, March 13, 9:00am to 4:00pm). We encourage on-the-spot demonstrations of work and methods.
14. Overnight security will be provided Friday and Saturday night for event space.
15. A copy of your California Sales Tax Certificate of Registration must be available upon request.
16. COVID-19: Exhibitors agree to follow all current San Diego County, City, and CDC guidelines for COVID-19 at the time of the event in March 2022. An exhibitor agrees not to attend the event if experiencing any symptoms of COVID-19 or if exposed to another individual with a confirmed case of COVID-19.

For a list of the most current guidelines check:

- San Diego County website:  
<https://www.sandiegocounty.gov/coronavirus.html>
- San Diego City website: <https://www.sandiego.gov/coronavirus>
- CDC website: [www.cdc.gov](http://www.cdc.gov)
- Guidelines may include face coverings, limited number of people in the booth, extra sanitization, social distancing between booths, or whatever else is applicable at the time of the event.