

Westcott Street Cultural Fair (WSCF) Participation Guidelines

The Westcott Street Cultural Fair (WSCF) promotes a strong sense of community among the diverse people who are a part of our neighborhood and greater community, and increases awareness of the attractiveness and viability of the Westcott neighborhood and its businesses in the community. Our goals for this annual, one-day, family-oriented event are:

- To welcome all members of the community to the fair, from planning to execution, including students.
- To attract persons from all areas of the community to the fair and encourage them to learn more about the neighborhood's culture through music, crafts, agency representatives, print materials and more.
- To encourage Westcott merchants and organizations, such as Petit Library, schools, and communities of faith, to assist in planning and to showcase themselves on the day of the fair.
- To offer performing artists rooted in the community an opportunity to engage in and be compensated for their art and build an audience, and to offer community organizations the opportunity to provide information about their programs and services.

Participation Guidelines

The WSCF welcomes and accepts persons from diverse backgrounds to plan and participate in this annual event. The following are guidelines for participation in planning and in the fair:

Participation in the Planning Process

Those who embrace the mission and goals of the WSCF are welcomed to participate in planning this event. Planning Committee meetings are held monthly from March through September, and those engaged in the planning process are asked to commit to participating actively in one or more of the planning effort sub-committees, such as: fundraising, public relations, volunteer recruitment, street scene, children's area, teen area, performing arts, trash/recycling, parade, and liaison with government entities. Planning meeting dates, times and location are listed on the WSCF web site at <http://www.westcottfair.org>.

Participation in the Westcott Street Cultural Fair

Crafters, visual and performing artists, and community organizations who embrace the mission of the WSCF are welcomed to participate in this annual event.

1. Performing artists wishing to be considered for a stage at the WSCF can apply at westcottfair.org. Performer application deadline is usually in May.. Performers will be selected for stages by the Performing Arts Sub-committee and notified by **July 31**. All performers are expected to provide presentations suitable for family audiences.
2. Westcott Street merchants will have first right to their sidewalks and will be encouraged to offer their merchandise on the sidewalk to fairgoers. Merchants will be encouraged to permit the WSCF to site booths for crafters and community organizations on any portion of their sidewalks not used by them during the fair.
3. Artists and crafters wishing to purchase 10'x10' booth space on the sidewalks within the fair area to sell/display their hand-crafted items must submit a Crafter/Community Organization Application (available by mail and internet at <http://www.westcottfair.org>). Annual booth space fees are established yearly by the Planning Committee. Crafters will be notified of their acceptance to participate within two weeks of receipt of their application. Assignment of booth space will be made on a first come, first served basis. Artists/crafters must bring their own set up (tables, chairs, etc).
4. Community organizations may purchase 10'x10' booth space to provide information about their programs and activities. Agencies may use their booth space at the fair to raise funds to support their programs and activities, however they may not sell items that are sold by Westcott merchants. Annual booth space fees are established by the Planning Committee. Agencies will be notified of their acceptance to participate within two weeks of receipt of their application. Assignment of booth space will be made on a first come, first served basis. Agencies must bring their own set up (equipment, tables, chairs).
5. Sectarian organizations are welcomed to purchase 10'x10' booth space at the WSCF at the non-profit agency rate. These organizations may use their booth space at the fair to provide information and raise funds to support their programs and activities. However, in the spirit of the fair's mission to "celebrate our diversity and promote a strong sense of community among diverse people," they may not recruit members, proselytize religious faith, or criticize any other faith, and may not sell items that are sold by Westcott merchants. Sectarian organizations will be notified of their acceptance to participate within two weeks of receipt of their application. Assignment of booth space will be made on a first come, first served basis.
6. Crafters, artists, agencies, and organizations not selected to participate in the WSCF may grieve this decision in writing via mail or email to the WSCF.
7. Politicians/political organizations may not purchase booth space at the WSCF, but are welcomed to attend the fair, march in the parade, engage fairgoers in discussion, and disseminate information regarding their candidacies and/or philosophies, provided they are respectful of the beliefs of others.
8. All WSCF participants are expected to be respectful of others, accepting of divergent people and presentations, and comply with these guidelines. Those who do not comply will be asked to leave and will not be considered for participation in the future.
9. No vehicles will be permitted within the fair area until 7 pm. Artists, crafters or agencies wishing to leave before that time must carry their equipment outside the fair area.

Westcott Street Cultural Fair

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