

Artist Space Usage Agreement

This Agreement is made between the Seward Chamber of Commerce & Visitor Center (“the Visitor Center”) and the undersigned artist (“the Maker”), effective as of the date of signing below.

1. Purpose

The Maker agrees to utilize the designated space at the Seward Visitor Center for displaying and selling their work, engaging with visitors, and participating in related activities. The space is provided under the terms outlined in this Agreement.

2. Eligibility

To use the space, the Maker must meet the following requirements:

- Be a current member of the Seward Maker Membership Program.
- Have an active business license for the City of Seward and provide a copy to the Seward Chamber of Commerce for filing. A physical or digital copy must also be available on-site.

3. Space Availability & Duration

- The Seward Visitor Center will provide two separate booths available for use by vendors.
- The Maker may occupy one booth for a mutually agreed-upon period, subject to availability.
- A **\$25 fee** will be required to secure booth space.
- Booth usage is limited to **one booking per month**. If the Maker is interested in multiple bookings, they may be placed on a waiting list.
- The booth schedule will be made a month in advance, with as much notice of changes as possible.
- The Maker is responsible for bringing any required materials for their display (e.g., artwork, promotional materials, etc.).
- **Electricity is not available** at the booth space.
- If selling baked or cooked goods, they **must be pre-packaged** in accordance with health regulations.

4. Self-Served and Self-Managed Usage

- The Maker agrees to manage their own space without assistance from Visitor Center staff.
- The Maker must handle all aspects of their display, including setup and cleanup.
- The Maker must leave the space clean and in good condition at the end of their display period and keep space tidy and organized at all times.

- The booth must be attended **at all times** by the Maker.

5. Rules & Responsibilities

- The Maker must comply with all applicable laws, regulations, and safety guidelines.
- The Maker is responsible for any damage to the space, equipment, or property caused during their use.
- The Maker is responsible for the security of their artwork and materials. **The Seward Visitor Center is not liable for any lost, damaged, or stolen property.**
- At the end of their booth time, estimated sales must be reported to a MOD (Manager on Duty) or **Malia personally or via email** for data collection.
- The Maker **shall not give out visitor information**. All inquiries should be directed to a staff member to ensure proper tracking of referrals.
- The Maker may refer guests to any business that holds their art, regardless of the business's membership status.
- Objects of **questionable taste, including political, religious, or otherwise controversial materials, shall not be sold, distributed, or exhibited**. The Chamber reserves the right to prohibit the sale or distribution of any item it deems hazardous or a nuisance to the public.
- The Maker agrees to allow the Seward Chamber of Commerce to **use photos or other visual representations of the vendor, booth, and products** for promotional purposes.

6. Indemnification

The Maker agrees to indemnify and hold harmless the Seward Chamber of Commerce & Visitor Center, its employees, agents, and representatives from any claims, damages, liabilities, or expenses arising from their use of the space.

7. Termination

Either party may terminate this Agreement with written notice. The Visitor Center may terminate the Agreement immediately if the Maker violates the terms outlined in this Agreement.

8. Signature

By signing below, both parties acknowledge and agree to the terms of this Artist Space Usage Agreement.

Artist Name: _____

Artist Signature: _____

Date: _____

Please return this signed agreement to the Seward Visitor Center prior to occupying the booth space. Thank you for your interest in contributing to the local arts community! If you have any questions or need further assistance, don't hesitate to contact us at membership@seward.com.