

Event Details

Attendance Estimates:

Total Event Attendance: 1,999 Daily Attendance: 1,000 Peak Hourly Attendance: 12n-2p

Is this an Annual Event? Yes No

If yes, # of Years Held: 17 If yes, # of Years Held in Delray Beach: 0 Last Held: Jan 24 in Boca Raton

Is this event produced in other cities: Yes No

If yes, please list what cities: Boca Raton since 2008, West Bloomfield, MI since 2008 & Sarasota since 2020

Is the event open to the public? Yes No

Is there an Admission Fee/Ticket Fee? Yes No

If yes, provide fees/ticket prices: Adult/General Admission: \$ _____ Senior: \$ _____ Child: \$ _____

Is fencing to be used (i.e. gated event)? Yes No

ROAD CLOSURES

Will your event require road closures? Yes No

If YES, please describe the streets and intersection you are requesting to be closed

STREET/INTERSECTION	CLOSURE	RE-OPEN OF ROAD
	Date / Time	Date / Time
NE 4th Ave from NE 2nd St to E. Atlantic Ave.	January 24, 2025, 8am	January 26, 2025, 9pm
NE 1st St north of Railroad Ave & NE 4th Ave (see map attached)	January 24, 2025. 8am	January 26, 2025 9pm
	/	/

GENERAL EVENT COMPONENTS WHICH MAY REQUIRE A TEMP USE PERMIT/WAIVER

General Event Components which may require a Temporary Permit or Code/LDR waiver (please select all that may apply and add others as needed)

- Alcohol (113.02)
- Live Music /Amplified Music / Sounds (99.03(a)/99.05)
- Animals (101.27/LDR 2.4.6(f)(8))
- Merchandise Vendors (118.04/110.15) *Artists + Sponsors*
- Cooking on Site/Open Flame (96.04)
- Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
- Fireworks (99.05/101.20/96.25)
- Road Closure (F.S. Chapter 316 & 318)
- Food Trucks (120.01(c))
- Signs & Banners (LDR 4.6.7(F))
- Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1))

Please note that if approved, Amusement Rides must be inspected on-site after installation by the Florida Department of Agriculture and Consumer Services (FDACS) and a copy of the temporary amusement ride inspection letter must be provided to the City.

Other _____

Tents: Yes No If yes, how many total tents? 130-175 Size of tents: 10x10's

Please note that a tent permit is required for any tent that is over 10'x20'. Tent Permits are available through the City of Delray Beach Building Department and may take up to 30 days to process.

Consumption/Sale of Alcoholic Beverages: Yes No
If yes, what entity is obtaining the Alcohol License permit? List below. (Copy of License and Alcohol Liability Insurance required 30 days prior to event. License holder must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.) _____

Onsite Cooking: Yes No
Please specify method: (Fire Marshal inspections are required)
 Gas/Compressed Gas Food trucks if applicable
 Electric
 Fryers N/A They remove it if applicable
> Name of grease removal contractor: _____ Date & time of pickup at end of event: _____

Fireworks / Pyrotechnics: Yes No
If yes, specify exact location on the site map of the pyrotechnics will be set-up and fall zone. (City Commission approval is required.)

Food and Beverage Vendors: Yes No If yes, number of vendors anticipated at event: 2
(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Food Trucks: Yes No If yes, number of food trucks 2
(Food trucks must have current Florida and Health Department permits and inspections and provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Live Performances & Music: Yes No
If yes, applicant agrees all entertainment will be family-friendly and contain no obscenities. List of all performers and DJs required before event permit is issued. _____

Merchandise Vendors: Yes No If yes, number of vendors anticipated at the event: 130-175 art
(City Business Tax Receipt or Vendor License required. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Performance Platform (30" high or less): Yes No
If yes, number of platforms: _____ (An additional stage permit may be required for anything over 30")

Portable Toilets: Yes No
If yes, how many? 6 Vendor providing service? United Site Services (Note locations on submitted site map)

Use of Onsite City Restrooms during event: Yes No
If yes, location of requested restrooms & times being used: _____
(Please note that an additional cost may be incurred for use of City Restrooms which require an attendant.)

Roadway Signage/Pole Banners: Yes No (City fees and charges will be incurred with this request).

Trash Boxes & Bags: Yes No If yes, the City will determine number needed / staffing.

Access to City Power: Yes No If yes, where: _____

EVENT PURPOSE & COMMUNITY BENEFITS

Event Purpose and Community/Public Benefits: Describe the purpose of the event, how the event may meet local community needs, provide community benefits/promote community welfare, stimulate broad economic or cultural activities within a neighborhood or the Central Business District, and/or help build a sense of community.

This show will replace the Boca Raton Fine Art Show held in downtown Boca since 2008, voted top 100 art shows in America. This is a high quality, juried fine art and craft show where all work is original and personally handmade by the artist in the show. Plus food vendors, sponsors and a Budding Artist Competition for grades 6-12 or ages 9-19 to expose students to the rules and entrepreneurship opportunity of doing art shows for a living

EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES

- Please attach a clear and detailed map depicting your event site set-up and include start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, etc. Also include:

Parking Plan for Attendees, Vendors, etc.: Yes No (If yes, please indicate locations on site map)

Use of City Owned-Metered Parking Spaces: Yes No

If yes, indicated how many and locations. (City fees and charges will be incurred with this request.)

possibly metered spots for show use - 20 handicap/elderly

Are Valet Parking Services being Used? Yes No (If yes, indicate Valet location on site map and indicate the name of the service provider.)

Directional Parking Signage Needed YES NO **If yes, submit signage plan.**

Trash Removal Plan to be determined by the City based on each event. *we take care of all trash that goes in our dumpster*

M (Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned.

Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.

APPLICATION CHECK LIST & DEADLINES

To ensure timely processing of your event application, the following must be submitted at time of application. Please ensure that you have included all the following items with your application:

- Completed Application
- Site Map
- Non-Refundable \$150.00 Applicable Fee
- Detailed COVID-19 Safety Plan *N/A*

Event Permit Type	Deadline to Submit Application (days prior to event date)	SEO/SETAC Processing Time (days prior to event date)	Approval Authority
Commercial Event (For-Profit/Non-Profit)	90	60	City Commission with SEO and SETAC recommendation
Community Event (For-Profit/Non-Profit)	90	60	SEO with SETAC recommendation
Athletic Event (For-Profit/Non-Profit)	45	30	SEO with SETAC recommendation

Signature

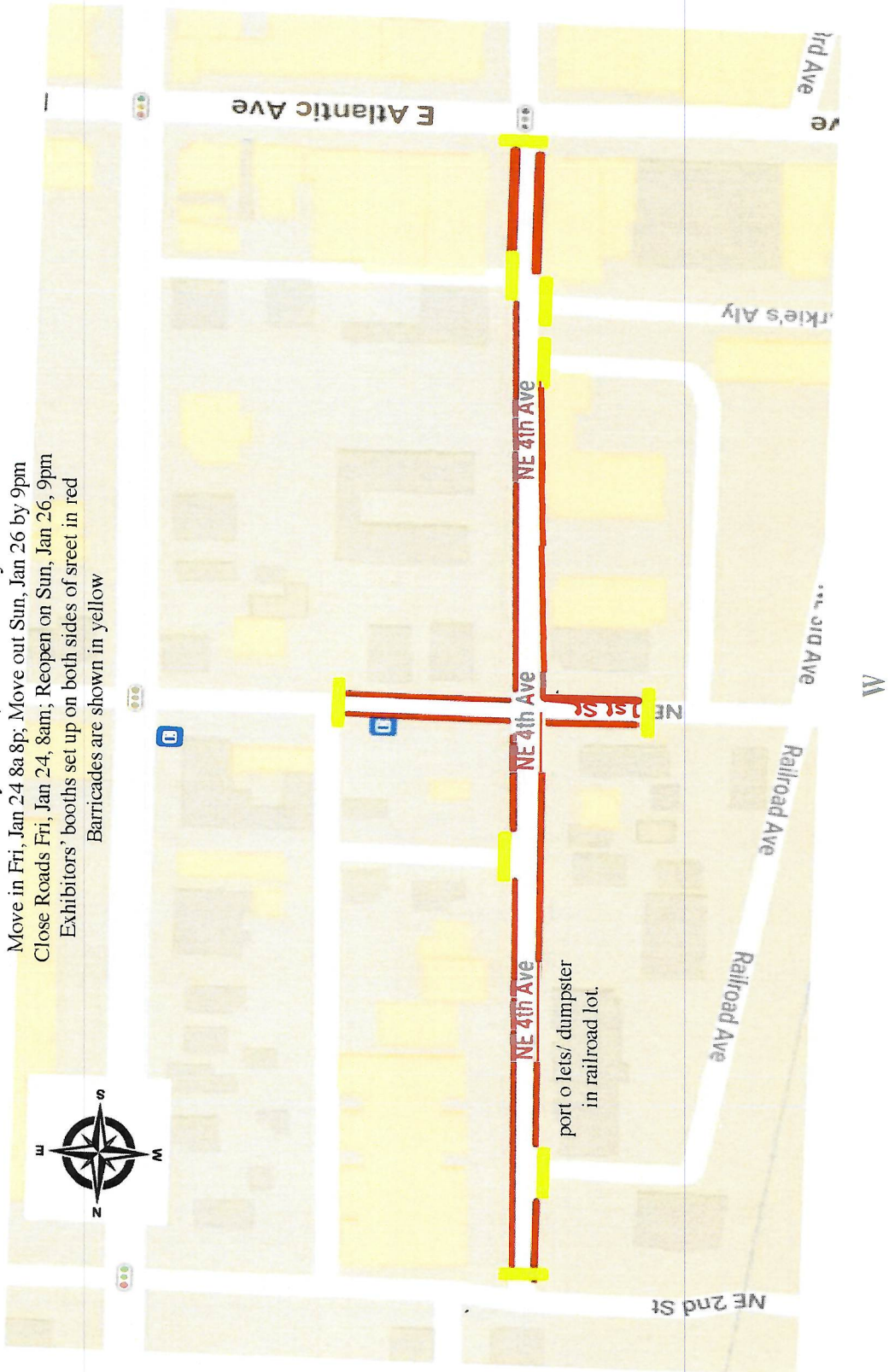
I certify that I have read the City of Delray Beach Special Events Policy and Guide and the answers provided above are true to the best of my knowledge and intentions. I also understand I may be asked for additional information relating to this application. Additionally, I agree to conform to all City, State, Federal laws and regulations. I also accept responsibility for the general cleaning and removal of trash, recycling, and all other items from the premises and agree to be accountable for any damage to the event site. Finally, I understand that all necessary fees, insurance, outside permits, and other requirements must be submitted before the issuance of the final event permit.

ADA Compliance: I am prepared and willing to grant all reasonable requests for accommodations for this event.

M (Please initial here)

Signature: *R. Aronson for IAAE* Date: *4-25-2024*

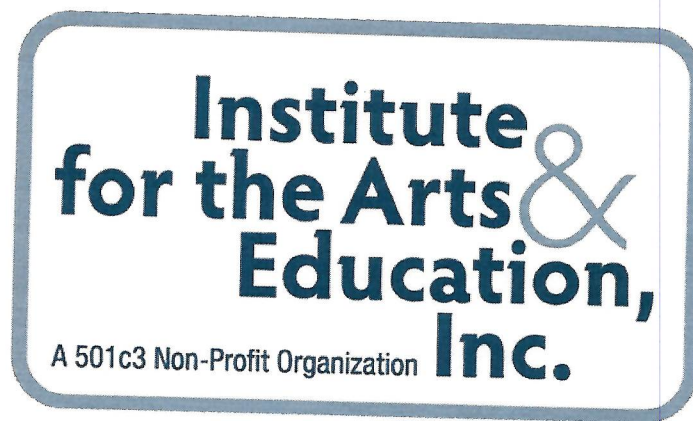
Institute for the Arts & Education, Inc.
 Delray Beach Fine Art Show by Hot Works
 January 25 & 26, 2025 ~ 10.5 daily
 Move in Fri, Jan 24 8a 8p; Move out Sun, Jan 26 by 9pm
 Close Roads Fri, Jan 24, 8am; Reopen on Sun, Jan 26, 9pm
 Exhibitors' booths set up on both sides of street in red
 Barricades are shown in yellow



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Board of Directors

Federal ID #26-3469925

Donald Chadwick, Secretary
Patricia E. Narozny, President & Treasurer
James L. Sobczak, Vice President

Mission Statement

The Institute for the Arts and Education, Inc. (IA&E), is a 501(c)(3) non-profit charitable organization. Its mission is dedicated to enhance artistry and community enrichment through promoting and educating fine arts and crafts among artists and students, of all age groups and diversity, and the general public. IA&E implements ways to enrich lives and strengthen our community through the power of arts. We help teach communities how art work is made, and further enhance the involvement of the community with our events.

A critical component of the IA&E is the invitation to encourage young artists from surrounding area to compete to have their art work displayed in the community. Invitations for both youth and teen art competitions are sent to numerous local K-12 programs. Participants have the opportunity for the public to view their work as well as having it judged by professional artists in the show. In addition, the IA&E calls upon the local colleges and encourages students to display their art work in the "Emerging Artists" section.

In regards to helping educate the community, there are ongoing art demonstrations by artists at the shows who exhibit their specialized mediums that develop into fine art. This interaction between professional artists and the community provides an invaluable experience for everyone involved. The Institute for the Arts & Education, Inc. works to encourage creative expression and artistic excellence, and to expand public awareness, appreciation and acquisition of fine art and crafts.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 31 2009

INSTITUTE FOR THE ARTS AND
EDUCATION INC
2497 RIPPLE WAY
WHITE LAKE, MI 48383

Employer Identification Number:
26-3469925

DLN:
17053302301008

Contact Person:
WINNIE W LEE

ID# 31208

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
509(a)(2)

Form 990 Required
Yes

Effective Date of Exemption:
September 24, 2008

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 94" (DO/CG)



FLORIDA DEPARTMENT OF STATE
Division of Corporations

November 16, 2020

PATTY NAROZNY
PO BOX 1425
SARASOTA, FL 34230

Having fulfilled the requirements of section 607.1503 or 617.1503, Florida Statutes, on November 12, 2020, this Certificate of Authority is hereby issued to INSTITUTE FOR THE ARTS & EDUCATION, INC., a Michigan corporation, in accordance with said statute and assigned document number F20000005129. Please refer to this number whenever corresponding with this office.

Your corporation is now authorized to transact business in Florida as of the file date.

Enclosed is the certification you requested.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

Please notify this office if the corporate address changes.

Should you have any questions regarding this matter, please contact this office at (850) 245-6051.

Yvette Scott
Document Specialist II
Registration Section
Division of Corporations

Letter Number: 220A00022981

www.sunbiz.org

Division of Corporations - P.O. BOX 6327 -Tallahassee, Florida 32314

State of Florida



Department of State

I certify from the records of this office that INSTITUTE FOR THE ARTS & EDUCATION, INC., is a corporation organized under the laws of Michigan, authorized to transact business in the State of Florida, qualified on November 12, 2020.

The document number of this corporation is F20000005129.

I further certify that said corporation has paid all fees due this office through December 31, 2020, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.



CR2E022 (01-11)

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Sixteenth day of November, 2020

Laurel M. Lee

Secretary of State

State of Florida



Department of State

I certify the attached is a true and correct copy of the application by INSTITUTE FOR THE ARTS & EDUCATION, INC., a Michigan corporation, authorized to transact business within the State of Florida on November 12, 2020 as shown by the records of this office.

The document number of this corporation is F20000005129.



CR2E022 (01-11)

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