



# Orientation Binder

A project of:



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KNIGHT  
FOUNDATION



In Spring of 2017, Springboard for the Arts will launch C/Art: Lowertown. Three mobile, art platforms will bring art and artists onto the sidewalks of St. Paul's Lowertown and into contact with new audiences. C/Arts will be checked out (for free) from Springboard's office and used as rolling bases for artists of any medium to sell art to, interact with and perform for Lowertown's growing street-level audience while simultaneously animating and increasing visibility of the Lowertown/St. Paul artist community.

C/Art: Lowertown is supported by:

The Knights Arts Challenge



City of St. Paul Neighborhood Sales Tax Revitalization Program



## **NORTHERN WAREHOUSE**

**1**

You can station the C/Art anytime outside of the AZ Gallery on the upper sidewalk and away from the doors, except during the Summer Market. There is a fee of \$20 per day or \$30 for the weekend to participate in AZ Gallery's Summer Market from 9-3pm on Saturdays and Sundays.

## **FARMERS' MARKET**

**2**

Artists can use the brick paver part of the Market, but cannot set up inside of the Farmer's Market space during the Market. You may use the space during non-market times as long as you are not blocking anyone or anything. Contact [cart@springboardforthearts.org](mailto:cart@springboardforthearts.org) if you are interested in using this space during non-market times.

## **CHS FIELD**

**3**

Artists can use the C/Arts to participate in Railgating before Saints games. Broadway will be closed from 4th to 5th street starting at 5:30pm before games. C/Arts can be stationed on the plaza when sponsors have not reserved the plaza. Contact [cart@springboardforthearts.org](mailto:cart@springboardforthearts.org) for more information.

## **MEARS PARK**

**4**

You may use the C/Art to participate in events at Mears Park with permission from the event manager. Contact [cart@springboardforthearts.org](mailto:cart@springboardforthearts.org) if you are interested in participating in an event at Mears Park. You cannot use the park other than participating in the events.

## **UNION DEPOT**

**5**

There are two locations inside of the Union Depot where C/Arts can be stationed. For the specific locations contact [cart@springboardforthearts.org](mailto:cart@springboardforthearts.org). Artists must provide 30 days advance notice and pay a fee of \$25 to the Union Depot.

## **GOLDEN'S**

**6**

The C/Art must be parked in the alley behind Golden's. Avoid parking in high traffic areas or blocking paths. You can bring the C/Art all the way to the back of the alley.

\* Locations not included on this list are subject to being in the public's right of way and can require extra permits and costs.





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[www.springboardforthearts.org/c-art](http://www.springboardforthearts.org/c-art)



[cart@springboardforthearts.org](mailto:cart@springboardforthearts.org)



C/Art Lowertown



@cartlowertown



@cartlowertown



#cartlowertown

# PRINCE

## Equipment

This C/Art includes displays that can be added to the C/Art. There are two storage tubs that fit inside of the C/Art, hooks to hang boards on and lights that run along the roof.



1 Flag Pole 47"  
Attaches to C/Art



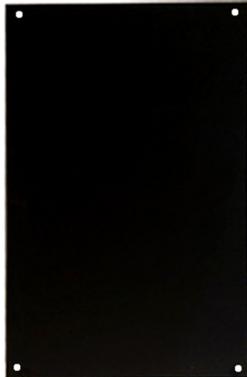
1 Clothing Bar 48"  
Slides onto C/Art



Power Strip  
Attached to C/Art



1 Peg Board 39" x 21.5"  
Attaches to C/Art



1 Chalk Board 39" x 21.5"  
Attaches to C/Art



1 Shelving Unit 17" x 36" x 6"  
Sits on C/Art

# BROADWAY

## Equipment

This C/Art includes milk crates that can be used as seating. The stage area folds on top of itself. There is a 12" x 20" x 16" storage area.



3 Large Milk Crates (13" x 18.5")



3 Small Milk Crates (13" x 11")



71" Flag Pole  
Attaches to C/Art



16" x 9" Chalk Board & Chalk  
Attaches to C/Art



Outlet Strip

# WALL

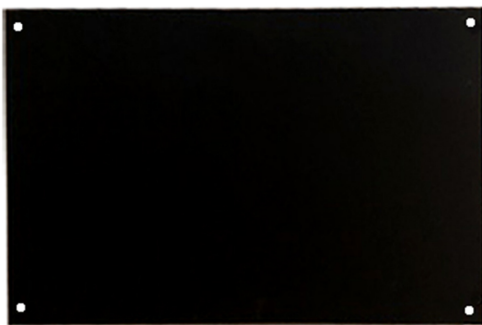
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## Equipment

The Wall C/Art includes displays that can be added to the C/Art. There are two storage tubs inside of the C/Art, hooks for hanging boards and lights that run around the roof.



47" Flag Pole  
Attaches to the C/Art



2 Chalk Boards & Chalk 39" x 21.5"  
Attaches to the C/Art



Power Strip  
Attached to the C/Art

# OPERATION

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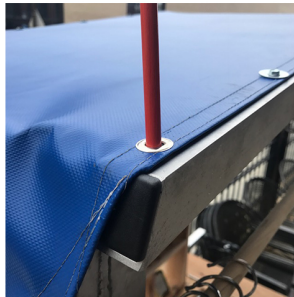
The C/Art is operated similar to a bicycle. There is a hand brake located on the push bar of the C/Art. This brake stops the front bike wheels. The front bike wheels can only go straight, while the smaller back wheels rotate.



The smaller wheels on the C/Art are lockable. Once you park the C/Art, lock the wheels in place by turning the silver handle.



There is a flag pole that attaches to the C/Art by placing the flag in the hole located on the top of the C/Art.



The Wall and Prince C/Arts have lights running around the inside of the roof. They can be turned on and off with the control panel in the storage area by the push handle.



The Wall and Prince C/Art have interchangeable boards that can be positioned using the wing nuts. There are peg hooks for displaying items on the peg board.





In order to check out a C/Art, artists must attend an orientation session. The orientations are held every other Tuesday at 6:30pm. Orientations will meet in the lobby of the Northern Warehouse and will take a half hour.

2017 C/Art Orientation Dates:

May 16th & 17th  
June 13th & 27th  
July 11th & 25th  
August 8th & 22nd  
September 5th & 19th  
October 3rd & 17th & 31st  
November 14th & 28th

C/Arts are reserved and checked out online. You will need to create an account at <https://springboard.myturn.com/library/>. Once your account is approved you will have access to viewing and checking out the C/Arts. There is a calendar for each C/Art that shows the availability.

When you reserve a C/Art, you will be contacted with the combination for the lock and location or event information.

Checkout

## C/Art EQUIPMENT LENDING AGREEMENT

This Equipment Lending Agreement ("Agreement") is effective as of the date of last signature ("Effective Date"), and is made between Springboard for the Arts, 501(c)3 corporation organized under the laws of Minnesota with offices at 308 Prince St., #270, St. Paul, MN 55101 ("Lender"), and \_\_\_\_\_ ("Borrower").

Lender lends C/Art ("Equipment") to Borrower and Borrower borrows from Lender, subject to the terms and conditions of this Agreement:

C/Art	Item ID number	Retail price	Due date (by 10pm)

**1. Term.** Borrower will return the Equipment to the C/Art storage area located in the basement of the Northern Warehouse before 10:00 p.m. on Monday through Sunday. Proposed exceptions to the due time will be reviewed by Springboard for the Arts. Equipment must be returned to the C/Art storage area. Additional Equipment may not be lent until the Borrower has returned all Equipment to Springboard for the Arts.

**2. Equipment.** Up to three pieces of Equipment can be checked out at the same time. More than three pieces of Equipment require the approval of the Lender.

**3. Fees.** The C/Art program is a free service of the Springboard for the Arts' C/Art: Lowertown program. Borrower is not required to pay a fee to borrow Equipment for a period of up to 2 business days. However, Borrower will pay other charges in accordance with this Agreement due upon return of Equipment, including but not limited to:

- a) a **\$10.00 charge per business day per item** for return of the Equipment past two business days;
- b) loss of, or damage or repair to the Equipment, loss of use, diminution of the Equipment's value caused by damage to it or repair to it.

**3. C/Art membership.** Borrowers must create an account at [www.springboard.myturn.com](http://www.springboard.myturn.com) and complete the checkout process using the online system.

**4. Late Payment.** If Borrower fails to return the Equipment on the due date, Borrower will pay a fee of \$10.00 per business day per piece of Equipment, to be charged at the time the Equipment is returned. **If Borrower fails to return the Equipment within 14 days, the Lender will be invoiced for the full retail price of the Equipment plus a 25% restocking fee.** This charge can be voided in full upon return of the Equipment to Springboard for the Arts' Resource Center. Daily late fees can not be voided.

**5. Restrictions on Use.** Borrower will not permit the Equipment to be borrowed by any person who is not authorized to borrow the Equipment; or use or store the Equipment in a manner likely to cause damage to the Equipment.

**6. Loss or Damage.** Borrower acknowledges that both Borrower and Lender has examined the Equipment and that it is in good condition except as otherwise specified, and ensured that all accompanying accessories and parts are accounted for, according to the checklist for each of the Equipment. Borrower will alert Lender to any damage to the Equipment. Borrower will be responsible for any loss or damage to Equipment and loss of use, diminution of the Equipment's value caused by damage to it.

**7. Return of Equipment.** Borrower will return Equipment on the date specified in Section 1 in the same condition as Borrower received it, except for normal wear and tear. Borrower will return the Equipment to the agreed return location. If Equipment is not returned on said date, Lender reserves the right to take any action necessary to regain possession of the Equipment. The loan is terminated once you report the return through your online account.

**8. Technical assistance.** Springboard is not able to provide technical assistance with the set-up or operation of the Equipment during the term of the loan. Borrower is solely responsible for operating the Equipment.

Borrower acknowledges receipt of a copy of this Agreement and acknowledges having read and understood the foregoing.

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Printed Name

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Signature

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Title

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Date

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Printed Name

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Signature

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Title

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Date

Checkout

On the following pages you will find a calendar of events happening in Lowertown and their locations. The calendar is provided as a tool for artists interested in taking the C/Art to certain events or locations.

This calendar will be updated monthly. If you know of any events that you would like included on this list please contact [cart@springboardforthearts.org](mailto:cart@springboardforthearts.org).