

ARTSplash 2011 Show Guidelines

Acceptance:

Acceptance into ARTSplash is on a first-come, space available basis; planning committee chair people are automatically accepted. There is no jury process. Upon acceptance, you agree to:

1. Pay the applicable and non-refundable fee(s) as follows:
 - **Wall or Table Space:** \$25.00 for a wall/panel space (approximately 4-feet by 4-feet) OR a table space for 3-dimensional art. The \$25 fee includes space for up to two small works no more 64 square inches (outside dimension) in the Tiny Treasurers display area.
 - **Tiny Treasures only:** \$10.00 fee to exhibit in Tiny Treasures only, for two pieces no more 64 square inches (outside dimension).
 - **Space for one piece on the communal wall:** \$15.00 to exhibit one work from 65 to 273 square inches (outside dimension) in the communal display area. Or \$20.00 to exhibit one work from 274 to 504 square inches (outside dimension) in the communal display area.

Note: Applications will not be accepted without payment. If a participant is not accepted into the show due to lack of space, a refund will be made. Once accepted into the show, the fee is non-refundable.

2. Provide hors d'oeuvres/appetizers/desserts for the artists' reception and/or cookies or snacks for the guests during show hours.
3. Volunteer on committees or during the show for the specified number of hours. (Sign-up to follow.)
4. Attend show-planning meetings, supply requested information in a timely manner, and read/respond to show emails.
5. Adhere to all show guidelines.

General Guidelines for Show Participants:

- 1) To be eligible to participate, artists are required to attend 4 monthly meetings during the previous year (July, 2010 through June, 2011).
- 2) Show participants must register by the required date. No late entries will be accepted. If you need to withdraw from the show, you are required to notify the Registrar. Registrations are non-transferrable.
- 3) Spaces will be designated as either a 2-D (hanging) or 3-D (table) space.
- 4) Spaces for both 2-D and 3-D work are determined by a lottery. There is no guarantee of the location of the participant's space.
- 5) This is an all volunteer effort. All show participants are required to volunteer a minimum of 4 hours (2 hours for minis only).

- 6) All show participants are required to work their required committee and/or shift hours. If a participant is unable to work the appointed shift, he or she is responsible for finding someone to cover their shift.

Categories and Installation:

- 1) Items must be of original fine art, jewelry, sculpture, or photography as follows:
 - a) Paintings (pastel, paint or mixed-media)
 - b) Drawings
 - c) Prints/reproductions of original work. High-quality reproductions may be hung if they are properly identified as such on their description tag.
 - d) Sculpture
 - e) Artisan's work (weaving, pottery, ceramics, fiber art, glass art, metal, jewelry)
 - f) Photography (digital or film)
 - g) Cards (reproductions featuring artists original work)
- 2) All 2-D work, including miniatures, will be wired and ready for hanging during installation. No wet or incomplete work will be accepted.
- 3) All work must be for sale. Edmonds Arts Festival Foundation (EAFF) receives 25% of the sales.
- 4) To insure that you receive your portion of the sales all items must be correctly labeled and listed on one of two inventory sheets.
- 5) All items, whether one-of-a-kind or multiples with the same price must be labeled with an artist's unique inventory identification number and price. The inventory number can be the artist's initials or another code that is specific to the artist plus a unique number. Artists are responsible for labeling their own work.
 - a. Items that will be displayed on a panel or wall must be clearly identified by a business-card-sized label placed on the wall beside the piece. Information on the label includes: the title, artist's name, medium, and price. A second label with the artist's name, price, and inventory identification number needs to be attached to the back of the item via a string tag.
 - b. Sculpture, textile art, pottery, ceramics, glass, jewelry and other small items need a sticker or tag with the artist's name, inventory identification, and price. Stickers and tags must be securely affixed on to the piece of artwork.
 - c. All labeling should be completed prior to arriving at Art Works for the installation of artwork.

- 6) Each participant will complete an inventory sheet that includes all items in the show. The inventory sheet will include the artist's name, address, and phone number at the top of each page, and an inventory number, title, medium and price for each piece. These sheets are available for download at the Artists-Connect.com website.
 - a) For one-of-a-kind items use the regular inventory sheet. Be sure that each item has a unique artist inventory identification number that corresponds to the number on the inventory sheet.
 - b) For multiples of the same item with the same price, e.g., cards, bracelets or reproductions, etc., use the multiples inventory sheet. Assign an inventory identification number for each group of items that are the same or have the same price. For example, if all greeting cards are one price participants may use one identification number and simply provide a count of the number of items you displayed. Each item listed on the multiples inventory sheet must be labeled with the appropriate, corresponding inventory identification number and price.
- 7) Inventory may be added during the show if correctly labeled and added to the appropriate inventory sheet.
- 8) Each participant will be required to deliver and pick up artwork at the appointed times. Artwork may not be picked up before the show closes or while patrons are still in the viewing area. If a participant is unable to deliver or pick up his or her work, another person must be designated to do so. There will be no late delivery or pick up.

Art Spaces:

The intention is to have a show that looks cohesive and attractive to art buyers. All artist displays in ARTSplash must pass inspection by the show committee.

- 1) 2-D artists signing up for a 4x4' wall or panel space are allowed either one large free-standing print bin or one table in front of their space, but not both. Tables or bins placed in front of a 2-D space will be no taller than 24"-36" in height, 18" in depth, and no wider than 40" in width. The artist may use two small tables together, but the dimensions can be no larger than noted and must appear as one table using one cloth.
- 2) The cloth used to cover the table must be solid black, white or gray and must hang no less than 6" from the floor.
- 3) All bins must be intended for public display. Plastic tubs and containers, intended for storage, are not allowed. Containers on tables can be baskets or made of wood or metal. The goal is to look professional.
- 4) 2-D spaces on the walls and panels will be marked off with masking tape. Participants are not to move or remove the tape and must respect their neighbor's boundaries when hanging work. There will be a 4-inch gap between all hanging spaces. Tape will be removed by show committee members after art is installed and the space is approved.
- 5) 3-D spaces will be marked with masking tape on the floor. Each artist will be expected to stay within the dimensions marked and stay within the height requirement set for 3-D spaces.

- 6) We ask that all artists work together to maintain equitable and professional display spaces for all involved. If guidelines are not followed, artists will be requested to come in to rearrange their space. If this is not done, art will be removed by the ARTSplash chair or his/her designee and be ready for pick-up no later than at the beginning of the next day.
- 7) Every artist participates at his/her own risk. ArtWorks, ARTSplash, ArtistsConnect, and EAFF are not responsible for loss due to breakage or theft.

Adherence to Guidelines:

As participants in the ARTSplash Show, artists have agreed to follow all guidelines and cooperate with show organizers. Failure to do so will result in ineligibility for the next show. Common examples of failure to meet guidelines are:

- 1) Participants do not comply with the required minimum number of volunteer hours or do not find a replacement for their shift.
- 2) Artists do not comply with display guidelines.