

**SUMMIT
DOWNTOWN
ART FESTIVAL**

Visual Arts Center
of New Jersey



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ENTRY FORM

APPLICATION DUE

Saturday, April 29, 2017

EVENT DATE

Sunday, May 21, 2017, 10 am - 4 pm

RAIN DATE

Sunday, June 4, 2017

Co-organized by the Visual Arts Center and Summit Downtown

Do you have art or crafts you want to show and sell? The Visual Arts Center of New Jersey and Summit Downtown are thrilled to be hosting an outdoor art festival in beautiful downtown Summit! The event is well-advertised, works alongside local businesses and the Summit Farmer's Market and includes a stage with musical performances in order to attract large audiences to look at and purchase your works!

HOW DO I APPLY?

The Summit Downtown Art Festival is a juried arts and crafts festival. Apply for your space by completing and mailing in the form below or handing it in at the Art Center in person.

PARTICIPATION POLICIES

Applications from artists working in fine art & craft will be accepted for jury. ONLY original work in design and concept by the artist(s) signing this agreement is allowed, and must be for sale. Artists may only occupy booth space assigned to them. Artists may share a booth, with a limit of three artists per booth.

Reproductions

Reproductions (including giclées) of an artist's original work displayed on walls or panels must not comprise more than 40% of exhibited work; must be clearly & individually labeled, signed, numbered & part of a limited-edition series.

Photography

75% must be signed and numbered in series of no more than 250.

Jewelry

Jewelers must be the designers & hands-on makers of original work.

Prohibited

Agents, dealers, imports, works created from kits, art supplies, buy/sell items, patterns, embellished commercial products, and mass-produced works.

Artists must display 'family-friendly' images. Final interpretation of acceptable work will be made by the jury committee, which reserves the right to remove work deemed unsuitable for display or misrepresented by the application, or expel an exhibitor without refund who breaks these rules.

Artists are to exhibit on the day of the event rain or shine. There is a rain date for especially bad storm conditions. Name(s) of the artist(s) on this application is/are required to attend the booth & be present for all of the advertised hours.

All proceeds from sales belong to the artist, along with the responsibility to set-up, break down, and to collect/report sales tax to the State of New Jersey. Art demonstrations are encouraged. Pets are not allowed, except for service animals. Alcoholic beverages prohibited. We reserve the right to change policies.

SET-UP

Check-in is Sunday, 7:30 am. Set-up must be completed by Sunday, 10 am. No setup until vehicle is fully unloaded & moved to designated parking area. Your booth display must be professional & aesthetically pleasing, and must not exceed your assigned space. It is your responsibility to adequately stake and weight your tent against wind gusts/ weather. You must be checked-in by Sunday, 8:30 am or your space may be reassigned and your fees forfeited.

Break Down

Artists may not break down their booth until the fair ends at 4 pm on Sunday. All refuse must be properly disposed of at the end of the day. Do not leave behind any articles that were used in your display. You must leave a clean footprint.

Booth Space

Marked, numbered, & measure 10'w x 10' deep. Artists are responsible for required tent, booth design, contents, and weights. Electricity is not provided.

CANCELLATION POLICY

NO REFUNDS. An accepted application is considered a commitment to show.

APPLICATION

Complete application must be submitted with all materials together. The committee will not consider incomplete applications. Complete application can be submitted as an email or via regular mail. The following is required:

- 5 images of representative artwork/crafts that will be on display in booth. These images can be sent in print out if mailing in OR in JPEG format if submitting via email. The images should be indicative of what will be on display in the booth and not more than 2 years old. Your name & images may be used in advertising.
- Personal artist bio, printed out if mailing in OR in pdf format if submitting via email.
- Completed application (See next page).
- Credit card information or, if mailing application, the option of two checks payable to "Visual Arts Center of New Jersey" with "art fair" notated on the memo line:
 1. **\$25 Application Fee:**
Non-refundable & deposited on receipt.
 2. **Booth Fee:**
Deposited when the artist has been selected to exhibit, see rates below. Booth fee discount of \$20 if postmarked by March 25. If you are not selected the booth fee check will be returned to you or your credit card will not be charged.

Early bird due date: March 25. Final deadline: April 29.
Artists will be notified by email before May 6 of their acceptance into the Summit Downtown Art Festival.

Please send questions/inquiries to hr@artcenternj.org. No phone calls.

SUMMIT DOWNTOWN ART FESTIVAL APPLICATION - JURIED SHOW

Application must be submitted by April 29 and be complete to be considered.
All communications will be via email or phone, so please be legible.



ARTIST(S) NAME

BUSINESS NAME, IF APPLICABLE

WEBSITE, IF APPLICABLE

ADDRESS

CITY

STATE

ZIP

EMAIL

CELL PHONE

Please check the categories that best describes the items to be sold in your booth (check all applicable):

- Fiber
- Sculpture
- Jewelry
- Wood
- Painting
- Drawing
- Printmaking
- Accessories
- Ceramics
- Apparel
- Clothing
- Other

Have you sold at an art or craft fair before? If yes, list titles and dates of last five fairs you participated in:

BOOTH RESERVATION—Choose One

- Basic 10' x 10' booth (\$150) OR
- Double booth, with 20 feet of shopping frontage (\$275)

PAYMENT—Choose One

Option 1: Credit Card Payments

- I have included credit card information below and approve two payments: 1: \$25 Application Fee, non-refundable and 2: Booth Fee, as noted above, charged upon acceptance to the festival.

CREDIT CARD NUMBER

EXP. DATE

SECURITY CODE

BILLING ZIP CODE

Option 2: Applications being sent in via mail only

- I included two checks payable to "Visual Arts Center of New Jersey" with "art fair" notated on the memo line:
 - \$25 Application Fee**, non-refundable & deposited on receipt and
 - Booth Fee**, as noted above, deposited upon acceptance to the festival. (Note: If applicant is not accepted to festival, Booth Fee check is shredded.)

APPLICATION CHECKLIST

- I enclosed 5 printed images or jpegs of my work (images will NOT be returned). I certify that all items to be sold in my booth will be my original hand-crafted work. I understand that I will be asked to remove anything NOT personally hand-crafted.
- I included a short artist bio(s) on a separate page.
- I included payment for \$25 Application Fee
- I included payment for Booth Fee (Discount of \$20, if postmarked by March 25.)
- I am sending a complete application with images of works, artist bio, and payment via email to hr@artcenternj.org (credit card payments only) by April 29 OR via mail/courier to Visual Arts Center of New Jersey, 68 Elm Street, Summit, New Jersey 07901 (must be postmarked by April 29).
- I understand that I will have to provide my own tent, table, chairs & displays—no larger than 10' x 10'. For Double Booth spaces, artists may have two tents up to 10' x 10' each.**

GENERAL RELEASE & CONTRACT AGREEMENT

I hereby and forever discharge the Visual Arts Center of New Jersey, and its representatives, committee members volunteers and/or employees, from all manner of actions, suits, damages, claims and demands whatsoever in law or equity from any loss or damage to my property/inventory. I will also leave the site clean and free from any litter or materials. I retain all revenue from the sale of my artwork/crafts, and I am responsible for all sales tax on items I sell.

ARTIST(S) SIGNATURE

DATE