Entry Form

Downtown Summit Art Festival -- *Arts + Cars*

Co-organized by the Visual Arts Center of New Jersey 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 once again be hosting an outdoor art festival in beautiful downtown Summit! The event will work alongside local businesses and the Summit Farmers Market and will include a car show, stage with musical performances all day long, and a beer garden. The event always attracts large audiences.

Event Date: Sunday, September 17, 2023 (rain or shine), 10am to 4:00pm

HOW DO I APPLY?

The *Arts + Cars*, a downtown Summit Art Festival, is a juried arts and crafts festival. Apply for your space by completing and e-mailing, mailing handing in this form 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 10x10' booth.

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. 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. We reserve the right to change policies.

SET-UP: Check-in begins Sunday, 8 am. Set-up must be completed by Sunday, 10am. 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, 9 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 4:30pm 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 Single: 10'w x 10' deep; Double: 20'w x 10' deep; or Triple: 30' x 10' deep. Artists are responsible for required tent, tables, chairs, booth design, contents, and weights. Electricity is not provided.

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

Arts + Cars Juried Festival

Entry Form

A complete application must be submitted with all materials together. The committee will not consider incomplete applications. A 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 (Double and Triple booth applicants may send up to 9 images showing work that represents each artist). These images can be sent in print out if mailing in OR in JPEG or PDF 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.
- A completed Hold Harmless Agreement (required by the City of Summit)
- This completed application.
- Credit card information or, if mailing application, the option of a check payable to "Visual Arts Center of New Jersey"

Early bird due date: June 20, 2023. Final deadline: September 4, 2023. Artists will be notified by email by the end of day September 9 of their acceptance into Arts + Cars. Please send questions/inquiries to mcohn@artcenternj.org. No phone calls

APPLICATION MUST BE SUBMITTED by September 4, 2023, and be COMPLETE to be considered.

Artist(s) Name_____

Business Name, if applicable _____

Website, if applicable _____

Address_____

City_____ State_____ Zip _____

Email_____

Cell Phone_____

All communications will be via email or phone, so please be legible.

Please check the category that best describes the items to be sold in your booth:

_____Fine Arts _____Crafts

Categories (check all applicable): __ FIBER __ SCULPTURE __ JEWELRY __ WOOD __ PAINTING/DRAWING __ PRINTMAKING __ ACCESSORIES__CERAMICS__ APPAREL/CLOTHING __ OTHER_____

Please describe the types of HAND-CRAFTED items you will sell. NO RESALE ALLOWED!!

_____

_____

_____

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 current Visual Art Center members, $175 non-member. *Early Bird, before June 20, pricing: $125 current Visual Art Center members, $150 non-member*). Limit 3 artists.
OR

_____Double booth, with 20 feet of shopping frontage ($275 current Visual Art Center members, $325 non-member. *Early Bird, before June 20, pricing: $250 current Visual Art Center members, $300 non-member*). Limit 6 artists.
OR

_____Triple booth, with 30 feet of shopping frontage ($400 current Visual Art Center members, $475 non-member. *Early Bird, before June 20, pricing: $375 current Visual Art Center members, $450 non-member*). Limit 9 artists.

PAYMENT - Choose one

____ I have included my credit card information below and approve the payment of the Booth Fee, as noted above, charged upon acceptance to the festival.

Credit Card Number: _____ Exp. Date: _____

Security Code:_____ Billing Zip Code:_____

OR

____ For applications being sent in via mail only: I have included a check payable to "Visual Arts Center of New Jersey" with "Booth Fee" notated on the memo line. As noted above, this check will be deposited upon acceptance to the festival. (Note: If applicant is not accepted to festival, Booth Fee check will be shredded.)

APPLICATION CHECKLIST:

___I have enclosed 5 printed images or jpgs 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. For multiple artists, at least one representative image of each artist's work is required.

___I have included a short artist bio for each artist selling items at this booth

___I have included payment for Booth Fee

___I have included a completed Hold Harmless Agreement (one for each artist, if more than one artist is sharing the booth)

___ I am sending a complete application of all materials via email to mcohn@artcenternj.org (credit card payments only) by September 4 **OR** I am sending a complete application of all materials via mail/courier to Melanie Cohn, Visual Arts Center of New Jersey, 68 Elm Street, Summit, New Jersey 07901 (must be postmarked by September 4).

___I understand that I will have to provide my own tent and table – no larger than 10' x 10'. For Double Booth spaces, artists may have two tents up to 10' x 10' each. For Triple Booth spaces, artists may have three 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

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT BETWEEN THE CITY OF SUMMIT

AND

Print Name Here: _____
(Name of individual, organization or corporation)

GENERAL INFORMATION

Date: September 17, 2023

Site: Union Pl., Bank St., Beechwood Rd. from Union Pl. to Alleyway, Springfield Ave. from Maple St. to Summit Ave.

HOURS SITE IS NEEDED Event time: 10 am to 5pm

ALCOHOLIC BEVERAGES WILL BE SERVED

EVENT TO BE HELD (describe in detail) PAL Classic Car Show on Union Pl., Bank St., and Beechwood Rd. from Union Pl. to Springfield Ave. Downtown Art Festival, including stage with live entertainment on Springfield Ave. and upper Beechwood Rd. Beer/wine garden will be located in the Bank Street parking lot. Event has been approved by Property Use and Summit Common Council.

1. The undersigned agrees to indemnify and hold harmless the City of Summit ("City"), its officers, agents and employees from any and all liability, claims, demands, suits, or costs (including reasonable attorney's fees) arising out of any act or omission of the undersigned with respect to the use of municipal property or facilities, regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law. The undersigned also understands and acknowledges that this Agreement requires that the undersigned indemnify the City from any liability, claims, demands, suits, damages or costs (including reasonable attorney's fees) brought or incurred by any person or entity as a result of injuries, damages, expenses and losses arising out of or related to the undersigned's performance or failure to perform pursuant to this Agreement, except where the liabilities are the result of the City's own direct and sole negligence. The undersigned assumes full responsibility for any risk to themselves associated with the event, including risk of loss, property damage, or personal injury, including death, as well as any risks that may arise from negligence or carelessness from dangerous or defective equipment or property owned, maintained, or controlled by the undersigned. ALCOHOLIC BEVERAGES (WILL) OR (WILL NOT) BE SERVED. The statement below is only applicable for events where alcohol will be served: If the event listed above allows for the consumption of alcoholic beverages, the undersigned is solely responsible for the dispensing and consumption of alcohol and will not allow persons under the age of twenty-one (21) to dispense or consume alcohol. Further, the undersigned will comply with all federal and state laws as well as any municipal ordinances related to the consumption of alcoholic beverages.

2. If the undersigned is a business entity or corporation, the corporation or business entity agrees to provide a "Certificate of Insurance" and proof of "Special Events Insurance" as soon as practicable, but not less than five (5) business days before the event. Said insurance shall be written with a company maintaining a rating of at least "A-, according to A.M. Bests. Said policy shall be in an amount of not less than one million dollars ($1,000,000) per occurrence, ($3,000,000 per occurrence if liquor is being served). The City must be listed as an additional insured on the policy and Certificate of Insurance. If proof of the required insurance is not provided, the event will be canceled.

3. This Agreement shall be construed in accordance with the laws of the State of New Jersey. The undersigned consents to the sole and exclusive jurisdiction of and venue in the state and federal courts located in the State of New Jersey, Union County and Newark, New Jersey, respectively.

4. Any portion of this Agreement deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions. The undersigned agrees to reimburse the City of Summit for all reasonable attorney's fees incurred by the City to enforce the terms of this Agreement or to defend itself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by the undersigned.

Date:_____ _____
Signature

_____
Print Name (and Organization or Corporation, if applicable)

_____
Address of Individual, Organization or Corporation

_____
Phone Number

This Agreement was received by _____ on behalf of the City of Summit.

Signature:_____ Date: _____