

Fort Wayne
ARTS FESTIVAL
at Jefferson Pointe

Saturday September 10, 2022 10am to 6pm • Sunday September 11, 2022 Noon to 5pm
Fort Wayne Arts Festival [FWAF] Guidelines & Policies

Application Deadline: May 6, 2022 • Please read guidelines in full!

Dates/Location: Saturday September 10, 2022 10am to 6pm; Sunday September 11, 2022 noon to 5pm. Held in the Courtyard throughout Jefferson Pointe Shopping Center, 4110 West Jefferson Blvd, Fort Wayne IN 46804. RAIN OR SHINE. Outdoor shows are always subject to weather. In extreme conditions, show may be cancelled without refund. Artists would never be forced to set-up or exhibit in dangerous weather, but are expected to be prepared for normal weather changes.

Jury Process: A jury of no less than three art professionals will review all submissions and select artists for event participation. Judges will see images and product descriptions only...they will not be given names of artists. Judging is based on creativity, uniqueness, concept, craftsmanship, and consistency. All decisions are final.

Acceptable Mediums: Include [but not limited to] clay; fiber/textile; mixed media; metal; jewelry; glass; sculpture; printmaking; wood; photography/digital; drawing/pastels; encaustic; painting [oil, acrylic, watercolor].

Please include images of work from all categories intended for exhibition/sale.

Fees/Cancellations: Payment must be included with application. Checks payable to Ten21 Creatives as follows: one (1) \$25 non-refundable jury fee and one (1) \$135 booth fee. Booth check may be post-dated June 3, 2022 and will be cashed upon notification of acceptance. Booth fees check will not be cashed until artist has been notified of acceptance. Fees must be paid by check ONLY. An application is a commitment to be at the show.

In the case artist must cancel, 50% refunds are possible until August 1.

Eligibility: FWAF/Ten21 Creatives reserves the right to determine the eligibility of any artist for inclusion in the FWAF in accordance with the jury process and/or invitational procedure. All work exhibited and/or offered for sale **MUST** be the ***original design of and executed by the accepted artist.*** No imports, manufactured/assembled items, or kits are allowed. Only categories submitted for jury are acceptable for display/sale. FWAF/Ten21 reserves the right to have work removed that is not consistent with the images submitted and quality standards of the Festival. Artists must be present in their booth for the duration of the event.

Notification of Acceptance: Upon acceptance, artists will be notified by email and the booth fee check will be cashed. Any check rejected for non-sufficient funds will require a \$30 re-instatement fee payable to Ten21 Creatives via money order. **Notification: June 3, 2022.**

Booth Space/Location: Booth spaces will accommodate one (1) 10'x10' tent with at least 6 feet pass-through space between tents. FWAF provides the space only. Artist must provide tent, rain/sun protection, display materials, tables, chairs, inventory, and personal signage. Booth must be open and staffed during all regular show hours. All booth assignments are determined by the show director.

Set-Up/Teardown: Set-up begins Friday September 9 after 12pm. Regular set-up hours begin Saturday at 7am. You must be open for business by 10am. Teardown starts at 5pm Sunday.

Some volunteers will be available to help with loading/unloading and carting materials to/from booth.

ALL booth installations will be inspected to ensure they are **properly weighted/secured**. **NO HOLES MAY BE DRILLED IN THE CONCRETE!! ABSOLUTELY NO DRIVING ON SIDEWALKS. ALL EQUIPMENT, PRODUCT, ETC MUST BE CARTED FRO YOUR VEHICLE TO YOUR BOOTH SITE.** No stopping/parking on the road running through the shopping center...please use the available parking spaces.

Artist Clean Up: Artists are responsible for final clean-up of their booth area at the end of the event. This includes the removal of all equipment, supplies and debris associated with their booth.

Please leave area neat and clean.

Taxes: Exhibitors are responsible for obtaining an Indiana state sales tax number; collecting sales tax; and remitting monies to the state. Information available at Indiana Department of Revenue [www.in.gov/dor].

Security/Liability: 24-hour security is provided, however, please keep in mind that FWAF/Ten21/ Jefferson Pointe Center SPE, LLC/Red Development are not responsible for damage, theft/loss of exhibitor work, personal property or display materials as noted on the application form. **Each exhibitor should have their own insurance.** Artists assume liability/responsibility for their own work, displays and tent. They also assume responsibility for damages caused to other artists' work/displays/tent due to their own actions/negligence.

Amenities & Marketing: Amenities include an ongoing exhibitor hospitality suite with food, beverages and restrooms; boxed lunch [Saturday only]; booth sitters; and private security. Bottled water, coffee, and tea will be available all weekend. No lunches are provided on Sunday, but there will be snacks.

Marketing consists of postcards [digital files available to artists]; email blasts; social media; local TV and radio; event calendars; and on-site banners.

NOTE: Professional behavior must be maintained at all times. Any exhibitor behaving inappropriately or illegally may be removed at the discretion of FWAF director without refund.

Ten21 Creatives • PO Box 13172 Fort Wayne IN 46867-3172 • 916-397-7589 • ten21creatives@gmail.com

NOTE: Depending on the status of the COVID pandemic, special Safety Requirements may be implemented according to CDC guidelines. You will be notified as we get closer to the event.