



## **“Full Terms & Conditions”**

**November 9<sup>th</sup>, 2019 (Veteran’s Day Weekend)**

**Art Z Studio invites you to be an exhibitor at the 2<sup>nd</sup> Annual ARTZ FESTIVAL – Fine Art & Crafts Fair!**

**LOCATION:**

White Oaks Mall  
Upper & Lower Levels of the mall  
Springfield, Illinois 62704

**DATE & TIME:**

Event Dates: **11/9/19**  
Application Deadline: **10/1/19 Midnight CST**  
Show Length: 1 day  
Show Hours: 10 am to 9 pm Saturday  
Setup time: 8 pm to 10 pm Friday Evening and 8 am to 10 am on Saturday morning  
Take Down time: 9-11 pm Saturday

**EVENT BACKGROUND & SUMMARY:**

As part of the “Art Z Festival” it is our honor and privilege to help raise money to pay for a Service Dog provided by “This Able Veteran” for a Veteran in need. Two trainers and two

service dogs in training from “This Able Veteran” will be at the festival during the event. Attendees are encouraged to pet/interact with the dog but must ask the trainer first. The Business support partner Art Festival Program, Booth Sitter Tips and Direct Donations will be used as a fundraiser with proceeds to benefit This Able Veteran. **Note: Artist Vendors are NOT required to donate any of their sales directly to This Able Veteran. What you sell in your booth is 100% yours to keep. If you would like to donate a percentage or anything directly please contact the Festival Director or stop by Art Z Studio.**

Held in cooperation with White Oaks Mall, Art Z Studio proudly hosts the SECOND annual “ART Z FESTIVAL at White Oaks Mall”. [The “**ART Z FESTIVAL**” takes place in Springfield, Illinois; the state capital of Illinois. Downtown is home to the Abraham Lincoln Presidential Library and Museum which traces the life of the 16th U.S. president. Lincoln's restored home is also nearby. North, the Lincoln Tomb lies in Oak Ridge Cemetery where Abraham Lincoln is buried. Other attractions include the Henson Robinson Zoo, the new Kidzeum, the Washington Park Botanical Gardens, the famous 1904 Dana-Thomas House designed by Frank Lloyd Wright and lots of unique shopping opportunities. With so many famous attractions, Springfield boasts a strong tourist economy which attracts people from all over United States and around the world.]

This festival is FREE and open to the public. Live entertainment, great food and fun activities make the festival a perfect family experience. Santa will be set up on the lower level next to “Macy’s”.

#### **ELIGIBILITY REQUIREMENTS:**

1. Provide at least 8 minimum images. A booth shot is recommended. In lieu of a booth pic please provide a detail description of your booth layout.
2. Only handmade or handcrafted items will be accepted as defined under “Festival Rules” item No. 16 & 17.
3. Please provide a detailed description of your process and medium.
4. Rolling Jury Fee (Non-Re-fundable): **\$25.00**. Notification of acceptance by email will be provided upon acceptance or denial within 3 business days.
5. Live within 500 mile radius of Springfield, Illinois.

#### **CONTACT INFORMATION:**

Gallery Phone Number: **217-698-4063**

Gallery Cell Phone Number: **636-226-6619** Michael Wiest or Karen Redenbaugh

Email: [artz-studio@att.net](mailto:artz-studio@att.net)

#### **JURY SCREENING \$25 for All Entries**

All exhibitors work will be jury reviewed as part of the application process. The Fair Director will perform a walk-through inspection on Saturday morning at 8 am. Any vendors found selling commercial items, items that violate the rules or policies of the show or items that were not listed on their application will be asked to leave without a refund.

#### **KEY HIGHLIGHTS:**

Personal load-in and load out assistance available (free by volunteers but tips are suggested)  
Easy drive up and set up

Free parking

Rental of tables, chairs and display panels available in Limited quantities.

- **Exhibitor Spaces:** Approximately 100 Full Booth spaces available and 60 Single Table Booth spaces are available. Most table spaces are on the Upper level at perimeter of the balconies.
- **Staff Support:** Art Z Studio staff is present on site throughout the entire festival to assist artists from load in to load out.
- **Set Up/Take Down Help:** Free Booth set up and take down assistance is available on a scheduled reserved time basis.
- **Free Booth Sitters:** Booth Sitters are available with a scheduled reserved time basis. They are working for Tips which will be donated to This Able Veteran.
- **Marketing:** A large multi-layered marketing plan supports this show which includes: signage, social media, Direct Marketing, Press Releases, Google Ads and other.
- **Artist Program:** A Business sponsored Artist Vendor program will be provided with maps of vendors. Net proceeds from program to benefit "This Able Veteran" to help purchase/train a service dog.

### **Festival Rules / Regulations:**

1. All artwork submitted to jury. Artwork displayed and presented for sale at festival must be created, designed and made or made under the direct supervision of the accepted artist(s). All artwork shown must be for sale at show.
2. An artist may apply in more than one category, but not twice in the same category (See Appendix 'A' on page 7).
3. Jewelry created through fabrication and casting is allowed if the original casts are made by the artist.
4. No commercial casts/molds or production studio work allowed.
5. No Artwork with nudity, profanity or sexually suggestive nature will be accepted because this is a Family Friendly event.
6. No weapons of any kind can be sold. This includes: knives, guns, brass knuckles, sling shots, etc.
7. No artwork that infringes on Copyrights, Trademarks or Service marks is allowed i.e. Sports logos, Comic Book characters, etc.
8. Photography/Digital art: Original work made by the hands of the photographer is allowed.
9. Artists must create their work from start to finish.
10. The Artist certifies that jury images submitted represent their current original work and represent the category and body of art that will be displayed at the festival.
11. Art collaborators (up to two artists in total) producing a single item qualify as an exhibitor. A collaborator is not an employee or helper. If artists enter as a collaboration, it must be clearly noted on the application and art shown must be signed by both.
12. No work made solely by apprentices or employees is allowed. All artwork must be made in the United States.
13. **"Buy/sell" items are strictly prohibited from all or part of an artist's booth. Buy/Sell is any art or object that is purchased from a manufacturer or maker other than the artist and sold at a festival as "original" work. The restriction of buy/sell work is in ALL categories of art at ALL shows.**
14. **No National brands or mail-order products will be accepted such as: Tupperware, Avon, Mary Kay, Scentsy, Amway, doTerra, LegalShield, Herbalife, LulaRoe, Watkins, Tastefully Simple, etc.**

15. Multiples: Limited editions of work in which the artist hand manipulates plates, stones, or screens numbered and signed in editions up to 500 are allowed and are an artist's original body of work. Reproductions by mechanical techniques including "giclee" and "iris" prints must be signed and numbered (up to 500). Artists may display reproductions on up to 3 linear feet of their booth in bins only.
16. Only products handmade or handcrafted in the United States will be accepted at the Festival. Handmade is defined as original design made from raw materials. Handcrafted is defined as original design by hand assembling pre-made components.
17. Machine Products will be accepted if at least 50% of the assembly is done by hand such as painting, deburring, design, etc. These include devices such as a CNC machine, 3D printer, Laser Cutter, etc.
18. Artists who exhibit and sell artwork at Art Z Studio are excluded from participating in the Art Awards competition due to conflict of interest. Art Z Studio Artists may reserve a space through the same process as other vendors.
19. Height restrictions: All booth display and props are restricted to a maximum of 7 feet tall. Tent frames are permitted where sides do not exceed 7 feet and center does.
20. Vendors are permitted to bring their own tables & chairs. However, loading access is limited to a short time frame. Props and wall grids/slat walls are permitted. Black table tops and skirts will be required.
21. For Vendors using power, all extension cords shall be grounded (3 prong only). No exceptions.
22. No duct tape or Gorilla tape will be permitted on floors, railings or mall property.
23. Individual Artist Vendor Show Insurance Policy is NOT required but recommended. Art Z Studio nor Simon properties shall NOT be liable for theft or damage to personal property of Vendors.

### **Festival Policies**

1. Acceptance is non-transferable. Booths cannot be split.
2. Exact location for Reserve booth locations will not be announced until October 1<sup>st</sup> due to unknown mall leasing for commercial spaces in these areas.
3. Vendors may request a specific booth location, but it is not guaranteed. The mall has strict competition rules for commercial businesses in their leases. For example: A handmade purse artist can't be near Michael Kors because of their lease. We will make every effort to accommodate Artists on a first come first serve basis with the mall guidelines.
4. All festivals are drug-free. No smoking or vaping is allowed inside building, in or near artists' booths. Sangamon County is a Smoke free county which means all smoking must be at least 15 feet from the outside entrance of a building or in designated smoking areas.
5. Accepted artists must be present during all festival hours. No agents, representatives, family members or friends are permitted as a substitute for the accepted artists' attendance, unless express exception is granted in special circumstances.
6. Artists will not be allowed to close their booth prior to the end of the show without special circumstances such as a medical emergency due to security and loading in and out procedures for the mall which must take place during non-business hours through service corridors, designated areas and loading dock areas. Any persons entering before or leaving after mall hours must submit an Early Entry/Exit form prior to arrival to Mall

Management at least 3 working days prior to request. Mall hours for the Art Festival are Saturday from 10 am to 9 pm. (All Early Entry/Exit requests must be coordinated with the Festival Director in advance.

7. Only artwork in the category accepted through the jury process is allowed. It is the exclusive right of the Festival Committee to remove work that is not in compliance with festival rules.
8. Discount/sales signs, banners and ribbons are not allowed.
9. Each vendor is responsible for daily housekeeping of their own space.
10. Only Service Dogs are permitted inside the mall.
11. Each exhibitor is responsible for collecting and remitting local sales tax to the Illinois Department of Revenue as required by law. Sales tax rate is 9.75% for Springfield.
12. Black table covers & Black table skirts shall be used in all booth spaces. All vendors must comply with Festival color scheme for table linens unless special permission is given in advance. Maximum height of displays shall not exceed 7 feet at rear 6' on sides. All homemade displays and props must be approved by jury and comply with mall policies and fire codes.

**Jury and Exhibit Space Fees Schedule:**

\$25 Rolling Jury Fee (non-refundable)

\$75 per 3'x8' Table Booth space – Upper Level (space accommodates 1 – 30"x8' table and 2 chairs at end which are not included in space rental fee).

\$100 Full Booth 10x10 or 8x12

\$10 (Electricity fee is Optional)

Each full-size booth space must be setup and ready for each vendor to display artwork by 10 am on Saturday morning. Again, Color scheme for the event is black tops with black table skirts.

Most Spaces are 10' X 10' and all work must be contained within the assigned space. A few spaces are 8'x12' on the Upper Level due to space constraints. You may not infringe on another space physically or audibly. No enclosed tents will be allowed. All tables must be skirted to the floor. Only one artist's work or the work of two approved collaborating artists may be displayed per booth. Artist must keep their area clean and orderly.

An artist requesting a corner must either have a corner wall display or corner table setup on the outside wall to display art.

Special booth space requests will be accepted but are not guaranteed. We will make every effort to meet all special requests on a first come, first served basis. Please include all booth requests on the registration form in the NOTES SECTION.

During the festival, all exhibits will be visited by a festival representative to ensure that they comply with our festival policies & White Oaks mall policies. It is the exclusive right and responsibility of the Festival Staff to call for the removal of work that is not in compliance with the festival policies and requirements. Non-compliance may result in expulsion from the festival and refusal of future festival participation.

**Cancellation Policy**

Cancellations must be made in written form and submitted by mail or email. Emails should be sent to the Artists Directors, Michael or Karen, at artz-studio@att.net

If artist cancels on or before October 1, 2019 they will be given a partial refund for the amount they have paid towards the booth, less a \$50 processing fee. Application fees and jury fees are non-refundable. No refunds shall be given after October 1, 2019.

**No Show Policy**

Artists who have not checked in and/or notified Art Z Studio with a message via gallery phone (217-698-4063) or via cell phone (636-226-6619), or email (artz-studio@att.net) by 7:30 am on the first day of festival, will be considered a NO SHOW and the assigned space will be forfeited with no refund.



## **APPENDIX 'A' - Artist Categories**

1. Ceramics
2. Cottage Crafts
3. Digital Art
4. Drawing
5. Fiber (non-wearable)
6. Textiles
7. Food Art
8. Glass
9. Graphics
10. Printmaking
11. Jewelry
12. Metalworks
13. 2-D Mixed Media
14. 3-D Mixed Media
15. Painting
16. Photography
17. Sculpture
18. Wearables
19. Woodworking
20. Chainsaw Carving
21. Furniture
22. Soap Carving