



“Full Terms & Conditions”

November 9 - 11th, 2018 (Veteran’s Day Weekend)

Art Z Studio invites you to be an exhibitor at the 1st annual ARTZ FESTIVAL – Fine Art & Crafts Fair!

LOCATION:

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

DATE & TIME:

Event Dates: **11/9/18 through 11/11/18**
Application Deadline: **11/7/18 Midnight CST**
Show Length: 3 day(s)
Show Hours: 10 am to 9 pm Friday & Saturday; Sunday 11 am to 6 pm
Setup time: 8-10 am on Friday morning
Take Down time: 6-8 pm Sunday
There is **No** single-day registration available – no exceptions.

EVENT BACKGROUND & SUMMARY:

Held in cooperation with White Oaks Mall, Art Z Studio proudly hosts the First 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.

The newly designed indoor festival is climate controlled for comfortable shopping, has on duty security officers & police officers and has ample free parking. Booth sitters are available upon request for short Artist breaks (up to 10 minutes).

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. A trainer and service dog in training from “This Able Veteran” will be at the festival on November 10 & 11th from 10 am to 6 pm. Attendees are encouraged to pet/interact with the dog but must ask the trainer first.

This festival is free and open to the public. Live music, 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**
5. Provide Art Show Insurance Policy with minimum coverage requirements and Certificate of Liability Insurance (See sample Certificate of Liability Insurance on last page). If you don’t have a policy you can buy one online with instant download for \$39 or less.
6. 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

JURY SCREENING \$25 for All Entries

All exhibitors work will be jury reviewed as part of the application process. The Fair Director will walk-through on Friday morning at 8 am. Any vendors found selling commercial items 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 (fee)

Easy drive up and set up

Free parking

Rental of additional tables, chairs and display panels available.

- **Exhibitor Spaces:** Approximately 100 Full Booth spaces and 60 Single Table Booth spaces are available. Most table spaces are on the Upper level along the 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.
- **Awards:** Bestowed at the festival.
 - First Place – Best Original Design \$500
 - Second Place – Second Best Original Design \$300
 - Third Place – \$200
 - Fourth Place - \$100
 - People’s Choice Award - \$100
- **Marketing:** A large multi-layered marketing plan supports this show which includes radio, social media, TV & newspaper. Professional public relations ensure high visibility for this festival.
- **50/50 Raffle:** All proceeds to benefit “This Able Veteran” to purchase/train a service animal.
- **Silent Auction:** All proceeds to benefit “This Able Veteran” to purchase/train a service animal.

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.
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 or profanity will be accepted.
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. NO Machine Products will be accepted. Machine made is defined as anything that is made by a computer-controlled device such as a CNC machine, 3D printer, Laser Cutter, etc. The key component to determining whether and item is machine made is whether a machine can operate by itself un-attended.
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.
20. Vendors will not be permitted to bring their own tables & chairs due limited loading access in a short time frame. Props and wall grids/slat walls are permitted.
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. Provide Art Show Insurance Policy with minimum coverage requirements and Certificate of Liability Insurance (See sample Certificate of Liability Insurance on last page)

Festival Policies

1. Acceptance is non-transferable. Booths cannot be split.
2. Exact location for Reserve booth locations will not be announced until October 31st 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 Friday & Saturday from 10 am to 9 pm and Sunday from 11 am to 6 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. See <https>
8. Discount/sales signs, banners and ribbons are not allowed.
9. Each vendor is responsible for daily housekeeping of their own space.
10. Only Registered Service Animals 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 8.75% for Springfield.
12. White table covers & Red/Navy table skirts will be provided for tables included in booth space. All vendors must comply with Festival color scheme (Red, White & Blue) 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)

\$35 Late Application will be assessed for applications filed after October 26, 2018.

\$110 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).

\$160 Full Booth 10x10 or 8x12 (Includes 1 table, 1 chair, top, skirt & setup)

\$200 Full Booth 10x10 or 8x12 (Includes 2 tables, 2 chairs, tops, skirts & setup)

\$25 (Electricity fee is Optional)

Each full size booth space shall include table(s) with table cloth(s) and skirt(s) which will be setup and ready for each vendor to display artwork by 8 am on Friday morning. Color scheme for the event is white tops with red and navy blue table skirts.

Additional Tables, displays, back drops and displays are available for rent.

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 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. Additional charges may apply. Please include all booth requests on the registration form.

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 Director, Michael or Karen, at artz-studio@att.net

If an artist cancels a show on or before November 7, 2018, they will be given a refund for the amount they have paid towards the booth, less \$50 processing fee. Application fees and permit fees are non-refundable. No refunds after November 7, 2018.

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.



WHITE OAKS MALL

**** NOTE: Please provide this information to your Insurance Agent for proper completion of your Certificate of Insurance (COI).
If you have any questions, please contact 217-787-0110. Thank You.**

SAMPLE CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YY) Current Date
PRODUCER INSURANCE AGENCY/COMPANY INFORMATION TO BE ENTERED HERE			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED NAME AND ADDRESS OF TEMPORARY TENANT TO BE ENTERED HERE			COMPANIES AFFORDING COVERAGE			
			COMPANY A ALL INSURANCE CARRIERS TO BE SHOWN			
			COMPANY B (Note letter designation on left side of form.)			
			COMPANY C			
COMPANY D						
COVERAGE THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GEN. LIAB. <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S CONTRACTOR'S PROT.	NOTE 1 POLICY NUMBER TO BE ENTERED.	EFFECTIVE DATE TO BE ENTERED.	EXPIRATION DATE TO BE ENTERED.	GENERAL AGGREGATE	\$ 3,000,000.00
	AUTOMOBILE <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	NOTE 2 POLICY NUMBER TO BE ENTERED.	EFFECTIVE DATE TO BE ENTERED.	EXPIRATION DATE TO BE ENTERED.	PRODUCTS-COMP/OP AGG.	\$ 2,000,000.00
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				PERSONAL & ADV INJURY	\$ 2,000,000.00
	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	NOTE 3 TO BE COMPLETED IF NOTE 1 IS NOT \$ 2 MIL & NOTES 2 & 4 ARE NOT \$1 MIL	EFFECTIVE DATE TO BE ENTERED.	EXPIRATION DATE TO BE ENTERED.	EACH OCCURRENCE	\$ 2,000,000.00
	WORKERS COMPENSATION & EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/ EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL. <input type="checkbox"/> EXCL.	NOTE 4 POLICY NUMBER TO BE ENTERED.	EFFECTIVE DATE TO BE ENTERED.	EXPIRATION DATE TO BE ENTERED.	FIRE DAMAGE (Any one fire)	\$ 1,000,000.00
	OTHER				MED EXP (Any one person)	\$ 5,000.00
					COMBINED SINGLE LIMIT	\$ 1,000,000.00
					BODILY INJURY	
					(Per Person)	\$
					BODILY INJURY	
					(Per Accident)	\$
					PROPERTY DAMAGE	\$
					AUTO ONLY - EA. ACCIDENT	\$
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
					EACH OCCURRENCE	****
					AGGREGATE	\$
					WC STATUTORY LIMITS	Statutory
					OTHER	
					EL EACH ACCIDENT	\$ 1,000,000.00
					EL DISEASE - POLICY LIMIT	\$ 1,000,000.00
					EL DISEASE - EA EMPLOYEE	\$ 1,000,000.00
					**** Excess/ Umbrella Limit in an amount satisfactory to meet the requirements of Notes 1, 2, & 4	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS ADDITIONAL INSURED: Mall at White Oaks, LLC M.S. Management Associates, Inc., Simon Property Group, Inc., and their respective officers, directors, shareholders, members, partners, parents, subsidiaries and any other affiliated entities, agents, servants, employees, and independent contractors of these persons or entities (Additional Insured must be worded as above.)						
CERTIFICATE HOLDER White Oaks Mall Management Office 2501 Wabash Avenue Springfield, IL 62704 (Certificate Holder must be worded as above.)			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE ORIGINAL SIGNATURE REQUIRED			