



Manchester Main Street
Presents

PO Box 26
North Manchester, Indiana 46962
(260) 901-6670

5th Annual



September 9th, 2017

Official Rules for Artist/Exhibitors

General Information & Show Rules:

The **Eel River Arts Festival** is sponsored by Manchester Main Street (MMS) a non-profit 501c(3) organization in scenic North Manchester, Indiana, and is an outdoor Art & Music festival. There are no refunds, rain checks or extended show dates due to inclement weather.

Date: September 9th, 2017

Time: 10:00 a.m. to 4:00 p.m.

Application Deadline: June 1, 2017

Set-up/Tear Down: Artist must be present at their booth for the entire Festival. Set up begins at 7:00 a.m. and must be completed by 9:30 a.m. NO booth can be torn down before 4:00 p.m. Tear Down must be completed by 6:00p.m.

Booth Spaces: Booth locations will be assigned in accordance with the best interest of the Festival, which the Festival Committee, at its sole discretion will have the right to decide.

Artist/Exhibitor agrees to occupy booth space as assigned, and to be opened and staffed during all regular festival hours. Artists may share a booth with another artist, but both artists must submit images of their work with application and pay separate application fee. Exhibitor is allowed to have helpers assist in selling work. Should an exhibitor at any time occupy the premises in a manner contrary to the rules of the Festival, or in any manner which is hazardous or offensive to the public or other exhibitors upon request of the Festival Committee, Exhibitor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement. Upon revocation, the Exhibitor shall promptly vacate the premises. Upon failure to so vacate, a MMS Eel River Arts Festival representative is authorized to remove all property of exhibitor from the premises at the Exhibitor's expense. The MMS Eel River Arts Festival and Manchester Main Street, Inc. are relieved and discharged from any and all losses or damage occasioned from such removal. The MMS Eel River Arts Festival shall not be responsible for storage or safekeeping of property so removed.

Eligibility: All artwork and culinary items exhibited must be original art created and hand-produced by the artist. Reproductions of artwork are permitted if processed by the artist or under the artist's supervision. No dealers, chain stores, mass produced culinary brands or agents may participate, except by the approval of the Festival Committee.

The Artist/Exhibitor agrees to exercise the utmost care in the use of the facilities and properties at the

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Email / manchestermainstreet@gmail.com Website / www.manchestermainstreet.org

MMS *Eel River Arts Festival*. The Artist/Exhibitor agrees to indemnify and to hold harmless Manchester Main Street, its officers, employees, and agents from any and all claims, actions, judgments, losses, costs, (including reasonable attorney fees), and damages whatsoever; including claims arising by reason of accident, injury, or death caused to persons or property of any kind, arising out of, in connection with or incidental to the MMS *Eel River Arts Festival*.

Artist/Exhibitor shall be liable for delivery, handling, assembly and removal of his/her own displays and materials. All displays, merchandise and equipment must be contained within the assigned booth space.

PLEASE NOTE: The MMS *Eel River Arts Festival* Committee adheres to a zero tolerance policy for buy/sell, mass produced items, items unlike those juried and artist representations. Work must be produced by the exhibitor. This will be strictly enforced by the Committee.

Artists displaying work not considered in the application by which they juried, may be asked to remove product (example: no jewelry in booth if not juried in jewelry), if not previously approved by the Arts Festival Committee. If uncertain, please contact the Eel River Arts Festival Chair for clarification.

Security/Insurance: If desired by the Exhibitor, insurance must be obtained by the Exhibitor at the Exhibitor's own expense. The Festival Committee assumes no risk and, by acceptance of this agreement, the Exhibitor expressly releases the MMS *Eel River Arts Festival*, the North Manchester Chamber of Commerce, the Town of North Manchester and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Exhibitor, and agrees to hold and save the Festival Committee and all of its representatives harmless of any loss or damage by reason thereof.

Refunds: The Festival Committee will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to acts of God, public enemy, strikes, statutes, ordinances or any legal authority, or any other causes beyond the Festival Committee's control.

All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety must be strictly obeyed.

Exhibitor will be required to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Artists are responsible for legal sales and collection of proper sales tax.

Application Process: Applicants must submit check or money order including the non-refundable \$10.00 application/ jury fee and the appropriate booth fee with their application/contract for exhibit space. Applicants wishing to pay by credit card may contact us at (260) 901-6670 or email manchestermainstreet@gmail.com. All credit card payments are subject to a \$2 processing fee.

Applications received without a check for application and booth fees will not be considered. Check will be deposited upon receipt. Jury notifications will be no later than July 1, 2017. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection.

Along with application and check, please send a CD/DVD or email with 3 jpg images of your work & 1 of display. (Photos are acceptable, hi-res digital images are preferred.) Name files with artist name, media & image number (example: Joe Smith jewelry 1.jpg). Number 4 .jpg image should be of the booth.

Please include a self-stamped return envelope. CDs of accepted artists will be held until the show and others returned, if an appropriate envelope and postage is included.

Exhibitors agree to allow the MMS *Eel River Arts Festival* Committee to use their images and application materials for promotional purposes.

No waivers, modifications or amendments of these official rules shall be valid unless written upon or attached hereto and shall be approved in writing by the MMS *Eel River Arts Festival* Committee.



2017 Artist Application for Exhibit Space

All 2017 MMS Eel River Arts Festival applications are subject to Jury/MMS Festival Committee approval and space. Space is limited to a first come, first serve basis.

Artist Information: (Please type or print clearly)

Name: _____

Business Name: _____

Address: City, State, Zip: _____

Home Phone: _____

Email: _____

Cell Phone: _____ Other Phone: _____

Website: _____

Facebook: _____

Price range of artwork: From: \$_____ to \$_____

Category – Traditional Art (Please check all that apply):

- | | | | | | |
|---------------------------------------|--|--|---------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Photography | <input type="checkbox"/> Fiber/Fabric | <input type="checkbox"/> Painting Oil | <input type="checkbox"/> Watercolor | <input type="checkbox"/> Acrylic |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Paper | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Sculpture | |
| <input type="checkbox"/> Metalworking | <input type="checkbox"/> Drawing/Pastels | <input type="checkbox"/> Clay/Ceramics | <input type="checkbox"/> Other: _____ | | |

Category – Culinary Art (Please check all that apply):

- | | | | |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> Gourmet Foods | <input type="checkbox"/> Culinary Specialty Items | <input type="checkbox"/> Demonstrations | <input type="checkbox"/> Tastings |
|--|---|---|-----------------------------------|

Description of work, process & style: (**REQUIRED** to be considered complete. Please use details and add pages if needed):

Booth Space Reservation:

SPACE IS LIMITED.

Outdoor Booth spaces are 10' x 10' & 10' x 20'. All tents and display equipment are the responsibility of exhibitor. There are no electrical hookups. A 10x10 tent is required for each participant.

NEW THIS YEAR! Indoor Spaces Available at the Firehouse. This is a public venue located directly across the street from the Eel River Gardens. It has served as our public restrooms in past years. Last year we opened it due to challenging weather and it was a positive change & addition to our festival. Artist's spaces are available at either 8'x8' or 16'x16' (based on large tables – no tents required inside). Our musicians will also be utilizing this space.

FEES:

Application/Jury review fee – Non-refundable @ \$10.00 _____

OUTDOOR SPACE:

- Single booth 10'x10' @ \$35.00 _____
- Double booth 10'x20' @ \$55.00 _____
- Corner booth 10'x10' @ \$45.00 _____

INDOOR-FIREHOUSE SPACES (based on 8ft tables)

- Single Booth 8x8 @ \$40.00 _____
- Double booth 16x16 @ \$55.00 _____

Do you have a booth & Display system – please describe :

Application deadline June 1, 2017 No refunds after July 15, 2017.
After July 15, 2017 all booth fees increase by \$10.00.

Application Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Application Form & \$10.00 Application fee (signed) | <input type="checkbox"/> Artist Statement |
| <input type="checkbox"/> Booth fee | <input type="checkbox"/> 1 digital image of your set-up/booth or 1 photo |
| <input type="checkbox"/> 3 digital images of work (DVD/CD, Emailed .jpgs to EelRiverArtsFestival@gmail.com) or 3 photos of work | |

Please contact us via e-mail for assistance or help with answering your application questions. See contact information below.

Incomplete applications will not be accepted.

General Release: By signing below, I certify I have read this document, as well as the Official Rules and agree to abide by the MMS Eel River Arts Festival regulations contained in the rules and as decided by the Arts Festival Committee, and know that failure to do so may result in my being asked to withdraw from Festival participation.

The undersigned does hereby forever discharge, release and hold harmless the MMS Eel River Arts Festival, the Town of North Manchester or any member of the Manchester Main Street organization from any and all manner of actions, suits, damages or claims whatsoever from any loss of damage to the property of the undersigned while in the possession or supervision of the MMS Eel River Arts Festival and Town of North Manchester, their agents, representatives or employees, and hereby consents to the enforcement of MMS Eel River Arts Festival official rules.


This application constitutes a reservation and, as such, is a commitment to show if I am juried into the exhibit.

Applicant's Signature: _____ Date: _____

Printed Name: _____

APPLICATION DEADLINE – ALL APPLICATIONS MUST BE POSTMARKED BY: JUNE 1, 2017

Mail or Email Application Materials To:

	Manchester Main Street-Eel River Arts Festival P.O. Box 26 North Manchester, IN 46962 Email: EelRiverArtsFestival@gmail.com	Phone: 260-901-6670 Facebook: EelRiverArtsFestival ManchesterMainStreet Instagram & Twitter
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Make checks payable to: Manchester Main Street (Check will be deposited upon receipt.)
Credit cards accepted by contacting us directly. All credit card payments subject to a \$2 processing fee. **Coming Soon – Online Payments via our MMS website! Check back after April 5th, 2017.**

Office Use only:

Check #: _____ Amount: _____ Date received: _____