



LOCALLY MADE: INDY'S FALL FESTIVAL 2022 VENDOR APPLICATION + INFORMATION

INDY'S FALL FESTIVAL 2022 - SATURDAY, OCTOBER 15 - NOON-5 PM

The Indianapolis Art Center is calling for artists and artisans for its Locally Made: Indy's Fall Festival. **Saturday, October 15**, from Noon-5 pm, the Art Center's ARTSPARK will come alive with art activities, art, food, and more! We will feature artwork, wares, and artisanal goods from local and regional artists with one-of-a-kind work. Guests will be to participate in some paid and free art activities while enjoying a sampling of local artists and artisans, food trucks, local beer and a variety of wine for purchase!

CALENDAR OF EVENTS

- **Friday, September 23, 2022 – Applications Due**
- Monday, September 26, 2022 – Artist Notifications Sent by 5 pm
- Friday, September 30, 2022 – Vendor Fee Due
- Friday, October 7, 2022 – Last Day for Vendor Fee Refund
- **Saturday, October 15, 2022 - Noon-5 pm - Indy's Fall Festival @ the Indianapolis Art Center**

VENDOR FEES

- \$100 vendor fee (Payable Upon Acceptance)
 - This includes a 12'x12' space in ARTSPARK for booth setup

HOW TO APPLY

Complete the attached application form by Friday, September 23, 2022. Turn in completed application to Guest Services or email to: Shannon Bennett at SBennett@indplsartcenter.org with the subject line "Fall Festival 2022 Application". If you do not specify a website on your application please submit up to 3 example images representative of your current work in addition to a booth shot. Applications will be reviewed and a response will be sent to the applicant via email by Monday, September 26, 2022. Artist spots are limited.

ELIGIBILITY

- Open to all artists over the age of 18.
- Collaborative works made between artists are eligible for inclusion.
- All artwork, wares, or artisanal goods* must be original and handmade by the artist(s).
- All mediums are eligible.
- **Applications will be juried for acceptance by Indianapolis Art Center Staff and artists will receive a response by Monday, September 26, 2022.**

*Artisanal goods are defined as items that are handmade but are not traditionally viewed as "Fine Art" such as: candles, wearables, personal care goods, home goods & food products.

BENEFITS TO ARTISTS AND VENDORS

- Promotions of the ARTSPARK Fall Festival via digital advertising, social media, online calendars, eNewsletters, etc.
- Promoted to the Art Center's established email database audience of over 17,000, Facebook audience of over 22,000, Instagram audience of over 6,500, and Twitter audience of over 13,000.

ACCEPTED APPLICATIONS

If your application is accepted, you will receive a contract to sign along with instructions on how to pay your vendor fee.

ELECTRICITY

Electricity is not available to artists.

APPLICATION PROCEDURES/REQUIREMENTS

- **Complete the included application form and submit to SBennett@IndplsArtCenter.org**
- Submit four recent images. The first three images should be of artwork comparable in style and quality to what will be exhibited at the event and representative of work produced in the last two years. One of the three artwork images may be a detail of another work submitted. The fourth image is the Booth Shot.
- The booth shot should convey the whole display of the booth or a section showing the artist's current display and representative of the type of work that will be exhibited. If the artist does not have a booth shot from a previous event an attempt should be made to set-up a mock booth to show planned method of display.

EXHIBITION STANDARDS/RULES

- RULE 1) ALL applicants/artists MUST be present at check-in and in booths on the day of the event.
- RULE 2) Only one artist or small artist team's* work per booth, please—we do not allow booth sharing. Work by collaborative teams must be the production of all team members sharing both design and fabrication tasks on each piece. Each member of an artist team must be present for the event.
*Small artist team is defined as no more than three artists working collaboratively together.
- RULE 3) Artwork made in a production studio or small business (defined by the organizers of the event as an operation comprised of multiple individuals other than the applicant artist(s) who are paid to design, fabricate, assemble and/or finish the artwork in question) is prohibited. We reserve the right to disqualify applicants that are deemed production houses.
- RULE 4) Artwork deemed to be made in production houses will result in the artist being asked to verify their practices. This includes but is not limited to requiring photos of the studio with the artist working on pieces that are representative of the work provided.
- RULE 5) Artists at the event must have an Indiana retail certificate and are responsible for collecting and filing Indiana sales tax. Visit <https://inbiz.in.gov> to fill out the application. Artists MUST list their own address for tax purposes. Listing the Art Center's address in your tax application will result in disqualification from the fair and future fairs.
- RULE 6) Artists must present with a tent no larger than 10' x 10'.
- RULE 7) Artists must be set up by the start of the event.
- RULE 8) Generators are not allowed, unless they are completely quiet and do not disturb any neighboring artists, vendors or patrons.
- RULE 9) Booth Spaces may not be transferred or otherwise reassigned by the artist.
- RULE 10) Artists who have not claimed their space by their presence within one hour prior to the event opening, forfeit their space with no refund.
- RULE 11) Artists cannot take part in any other fair which runs concurrently with this event.
- RULE 12) Booth Structure and display must not exceed the limits of the assigned space. Artwork must not obstruct any path for clear passage and cannot interfere with your neighbor's space.
- RULE 13) Unless artists are officially notified of an emergency, booths must be open at the event starting times and not close before the closing times.
- RULE 14) All Storage must be neatly concealed within the limits of the assigned space.
- RULE 15) Pets are prohibited on the fair site. Service animals are permitted.
- RULE 16) No debris may be left behind after tearing down.
- RULE 17) Chairs are permitted outside the booth structure as long as they do not obstruct pathways or views of neighboring booths.
- RULE 18) Use of garden bed areas and planters is prohibited.
- RULE 19) Overhangs are permitted but must not interfere with any other exhibitor's booth or the traffic flow.
- RULE 20) Demonstrations are allowed within the assigned booth space.
- RULE 21) Artwork must be made by hand by the applicant/artist.
- RULE 22) Buy-and-sell items or imported artworks are prohibited. Artists found removing labels identifying countries of origin will not only be ejected from the fair but will also be reported to the Customs and Border Protection as this action is a

Federal Crime violating the Tariff Act of 1930.

RULE 23) The use of kits designed to produce an object or artwork assembled from commercially distributed parts or patterns is prohibited.

RULE 24) Artworks must not be constructed (in significant part or wholly) from commercially-distributed parts or molds.

RULE 25) Images or designs for which the artist does not own the copyright or has not obtained permission from the copyright owner must not be used.

RULE 26) Screen printed t-shirts, notecards, mugs and other small, commercially-printed items are permitted only if sold at the event by the artist who created the original image AND if items collectively are not more than 10% of the displayed booth contents.

EXHIBITION STANDARDS/RULES VIOLATIONS

The Indianapolis Art Center reserves the right to question any applicant about his/her manufacturing or assembly process prior to jurying or during the festival, and to deny the application of any artist whose work violates any of the rules stipulated above or who otherwise does not comply with the standards and ethics of the Art Center. Work on view must be comparable to the juried images. Artists displaying work not comparable to what was juried in will have to remove the non-juried work. Artists that fail to comply with any of the above rules and standards will be asked to leave the show immediately with no refund given.

BOOTH INFORMATION

Artist Vendor Fees due on acceptance to event. Unfortunately, we cannot accept post-dated checks or partial payments, or implement payment plans. Vendor Fees not paid in full by the deadline will be considered available and offered to an artist on the waiting list. The payment deadline is September 30, 2022. \$100 Regular Booth Fee - 12'x12' Booth Fee - Due upon confirmation and link provided.

CANCELLATION POLICY/REFUNDS

- In the event you must cancel, please contact the Vice President of Events immediately.
Shannon Bennett, Vice President of Events
SBennett@indplsartcenter.org
317-255-2464
- It is required that your cancellation is in writing through email. If you notify the Art Center over the phone, please follow up the conversation with a written email.
- If the cancellation is made on or before the last day to cancel with refund, your booth fee will be refunded minus a \$35 administration fee.
- There are no refunds for cancellations made after the refund deadline on October 7, 2022. All refunds given are administered less a \$35 administration fee.

Questions? Contact Shannon Bennett, Vice President of Events, at SBennett@IndplsArtCenter.org or 317.255.2464.



LOCALLY MADE: INDY'S FALL FESTIVAL 2022 VENDOR APPLICATION + INFORMATION

Please complete the following information to be used for the application process to take part in the Locally Made: Indy's Fall Festival 2022. If there are any changes to be made to this information, please let Shannon Bennett, at SBennett@IndplsArtCenter.org, know as soon as possible. Please retain a copy of this form for your own records. **Applications are due: Friday, September 23, 2022**

Artist(s) Name: _____

Date of Application: _____

Mailing Address: _____

City/State: _____ Zip: _____

Telephone Number (with area code): Home _____ Cell _____

Email: _____

Medium: _____ Price Point: _____

Please supply a description of your work: _____

Are you an Art Center Teaching Artist? Yes No

Are you an Art Center Student? Yes No

Have you ever exhibited at the Art Center? Yes No

Do you currently sell your artwork online or have your own website? Yes No

If yes, what is your online store or website address?: _____

*** Please submit up to 3 example images representative of your current work, plus a booth shot. ***

Questions? Contact Shannon Bennett, Vice President of Events, at SBennett@IndplsArtCenter.org or 317.255.2464.