



January 2018

To: Applicants for Arts in the Park

From: Arts in the Park Committee

Greetings from Aberdeen, South Dakota!

Aberdeen **Arts in the Park** is celebrating its **43rd** year of arts, crafts, food, and entertainment **June 16-17, 2018**, in Melgaard Park. This annual show is held each year on the third full weekend in June and is one of the largest events held in Aberdeen. Free to the public, the festival will feature a juried exhibition of fine arts and skilled crafts, food booths and entertainment. Sponsored by the Aberdeen Area Arts Council, this show attracts a crowd of over 20,000 people throughout the weekend.

Aberdeen, SD, population 26,000, is located in the northeast corner of South Dakota. It is approximately six hours from the Twin Cities, three hours from Sioux Falls, SD and five hours from Rapid City, SD.

Enclosed please find an Application form, Exhibitor Rules, Regulations and Information. **Art and Craft exhibitors** should have a **yellow** application and **food vendors** a **green** application. If you have received the opposite of what you need, please contact the office. Or visit our website and download an application.

In our efforts to keep our show fresh and inviting for attendees and exhibitors, we have visited various arts events to gather business cards and visit with possible exhibitors. We are always looking for new and exciting artists and food booths to be a part of our show. If you know people that would fit in our show, please give them a copy of the application OR direct them to our website to download an application. [www.AberdeenAreaArtsCouncil.com](http://www.AberdeenAreaArtsCouncil.com)

We highly encourage you to apply by the deadline date of March 15. In past years, some of the applications received after March 15 would have been great additions to the show but were denied because we were already full. After March 15 if the show is not full, applications are accepted and reviewed until the show is full.

Each application will be reviewed for originality and craftsmanship. The jury process is based largely on the images you submit so please send us high quality current images that represent your work in the best possible way.

We are looking forward to receiving your Arts in the Park application. If you have any questions, please feel free to call (605) 226-1557 or e-mail us at [ArtsInThePark@nvc.net](mailto:ArtsInThePark@nvc.net).

Thank you for your interest in Aberdeen Arts in the Park.

Sincerely,

Arts in Park Committee

*If you are on our mailing list and you are no longer interested in Arts in the Park, we would appreciate it if you would please notify us to remove your name from our mailing list. See below for ways to contact us. Thank you.*



43<sup>rd</sup> Annual Arts in the Park  
Sponsored by the Aberdeen Area Arts Council  
225 3<sup>rd</sup> Ave SE, Aberdeen, SD 57401 605-226-1557

## Exhibitor Rules, Regulations and Information Art and Craft

### Dates and Hours

Saturday, June 16, 2018	10:00 a.m. – 6:00 p.m.
Sunday, June 17, 2018	10:00 a.m. – 5:00 p.m.

The festival is held rain or shine. To preserve the integrity and quality of the show, and out of consideration for fellow exhibitors, you may not take down your exhibit before the closing time. Failure to exhibit both days during festival hours will affect eligibility for future festivals.

### Location

Melgaard Park in Aberdeen, South Dakota. Aberdeen, population 26,000, is in the northeast corner of the state - approx. 6 hours east of the Twin Cities, 3 hours from Sioux Falls, 3 hours from Fargo, and 6 hours from Rapid City.

### Fees/Booth Description

The booth fee is \$150 per space. If desired by applicant, ONE additional booth space may be rented at \$150 per space. Each space is approximately 12' x 12'. A depth of more than 12' is not assured. This fee is for space only; artists must provide their own display units, tables, chairs, and canopies. Some of the spaces are in full sun, so be prepared. An additional fee of \$10 per space will be charged for any booths requiring electricity (110 volts only). **Booth spaces with electrical access are #1-#15 ONLY. These spaces will be filled on a first-come, first-served basis.** Booth configurations are based on the park's natural landscaping. In applying, you agree to be willing to adjust to the space assigned you. Find a map at [aberdeenareaartscouncil.com/eventmapvendors/arts-in-the-park](http://aberdeenareaartscouncil.com/eventmapvendors/arts-in-the-park).

All fees are payable to Aberdeen Arts in the Park. The check must be for full payment of fees and must accompany a completed and signed Arts in the Park Application Form. Post-dated checks and incomplete applications will be returned to the applicant. **We will send you an e-mail notification that we have received your application.** This notification does not mean you have been accepted – just that we have received your application.

### Jurying Procedure

Applications are due March 15, 2018. Notification letters will be emailed/mailed by April 15, 2018. The show is open to artists and fine craftsmen who produce visual works, art or craft of original concept, design and execution. Each applicant is required to submit a completed and signed *Arts in the Park Application Form* on which a detailed description of the product has been completed.

Applicants are requested to submit a minimum of 4 and up to 10 images representative of all work to be displayed at Arts in the Park. In addition to the images of your current work for sale, include 3-4 images of your work area showing your creative process. **Jurying is based largely on images so please send us high quality, current images that show the workmanship of the items you will be selling.** Close-up shot of 2-3 items rather than a photo showing 20 items shows best. Sending the exact same images year after year is not advised. **These images may be submitted by e-mail to [ArtsInThePark@nvc.net](mailto:ArtsInThePark@nvc.net) or by CD/jump drive.** Each image should be labeled with your name. Please send multiple e-mails – do not try to attach more than 3 images to one email.

Each image must be labeled clearly with the exhibitor's name and medium. **CD and jump drives will be returned in your registration packet or in your notification letter.** Originality, craftsmanship, skillful use of materials, type of product, number of applicants in a product category, written description and product originality, freshness and workmanship will all be a determining factor for acceptance or rejection into the festival. We cannot give an individual reason why an applicant was not accepted. The decision of the committee is final.

### **Acceptable/Unacceptable to the show:**

The festival will feature fine arts and skilled crafts of original design and handmade by the exhibitor. Please note on application any manufactured items used to enhance hand-crafted work (i.e. painting on a purchased sweatshirt, purchased decorative accents used on hand-crafted woodwork.) Originality, craftsmanship, skillful use of materials, type of product, number of applicants in a product category, written description and product originality, freshness and workmanship will all be a determining factor for acceptance or rejection into the festival.

No buy/sell in any category, middlemen, manufactured items, or work other than that produced by the exhibitor.

### **Exhibitor Spaces**

Exhibitor space will be assigned on a first-come, first-served basis with space preference to the previous year's exhibitors when possible. There are no guarantees or promises regarding preference for space locations or the filling of any other kinds of requests. No exhibitor can have more than two spaces. Artists wishing to be adjacent to each other should request such booth assignments on their applications. An exhibitor cannot sell part or all of their space to another exhibitor. All transactions must go through the Arts in the Park Committee.

### **Set-Up**

Set-up is not allowed before 1 p.m. on Friday, June 15, 2018. All exhibitor vehicles must be unloaded and away from the exhibit areas before 9 a.m. on Saturday and Sunday. **Exhibitors who fail to comply with this rule will be removed from the mailing list.** Each exhibitor is responsible for their own display materials, including tables, chairs, canopies, backdrops, and especially rain and sun protection. Liability is the responsibility of the exhibitor. The Aberdeen Area Arts Council and the City of Aberdeen will not be responsible for any loss or damage incurred at Arts in the Park either during the Festival hours or overnight.

If you travel with large trailers, please indicate this on your application form in the appropriate space.

Specific instructions exist regarding load-in and load-out procedures and will be sent to those accepted in May. Generally, those with large trailers will be the last to load-out after the event closes.

### **Cancellations**

If an exhibitor finds it necessary to cancel out of Arts in the Park, the Aberdeen Area Arts Council must be notified immediately. Exhibitors may not transfer or sell their space to anyone. All transactions must go through the Aberdeen Area Arts Council. Failure to notify the Committee of a cancellation will affect the exhibitor's eligibility for future festivals.

### **Refunds**

The Arts in the Park Registration is non-refundable. An exhibitor who finds it necessary to cancel out of the show for medical reasons may submit a letter addressed to the committee explaining the reason. The committee will consider each request individually with no guarantees of a refund.

### **Sales Tax**

You are required to collect sales tax and report that to the SD Department of Revenue within 30 days after the event. Forms from the state will be given to each Exhibitor when they check in. The SD Department of Revenue will be furnished a list of registered exhibitors and may attend the festival to check on exhibitors. If you have any questions regarding sales tax, please contact the SD Department of Revenue at (605) 626-2218.

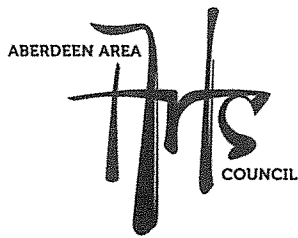
### **Violations**

Any violation of the Exhibitor Rules and Regulations, South Dakota Sales Tax Law or City of Aberdeen Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the exhibitor and/or deny the exhibitor the right to return to Arts in the Park in the future.

### **Questions**

Please contact the Aberdeen Area Arts Council at (605) 226-1557 or e-mail at [ArtsInThePark@nvc.net](mailto:ArtsInThePark@nvc.net).

***You are our best marketing tool. If you know people that would fit in our show, please give them a copy of the application OR direct them to our website to download an application. [www.AberdeenAreaArtsCouncil.com](http://www.AberdeenAreaArtsCouncil.com)***



**OFFICE USE ONLY**

Date Recd \_\_\_\_\_ Check #/Amount \_\_\_\_\_  
 \_\_\_\_\_ Images: e-mail \_\_\_\_\_ CD/jump drive \_\_\_\_\_ Bio \_\_\_\_\_  
 \_\_\_\_\_ # booths \_\_\_\_\_ electricity // \_\_\_\_\_ OK email/post card sent  
 \_\_\_\_\_ accept \_\_\_\_\_ deny // Accept ltr \_\_\_\_\_ emailed \_\_\_\_\_ mailed  
 Booth info \_\_\_\_\_ emailed \_\_\_\_\_ mailed

# Art and Craft Application

Name	
Business Name	
Mailing Address	
City, State, Zip	
Phone	
Cell Phone	
Email	
Web Site	
Social Media	
Emergency Contact Name/Phone	

## Categories

**You must send a minimum of 4 and up to 10 current images of the original work to be sold at Arts in the Park. Also include 3-4 images of your work area and your creative process. Submit by email – ArtsinThePark@nvc.net or submit a CD/jump drive. Briefly describe your work to be sold - be specific (material, technique, etc.) Use of manufactured items in conjunction with your handcrafted products must be noted on the application.**

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**Please indicate media.**

_____ Ceramics/Pottery	_____ Jewelry	_____ Soaps/Facial Products
_____ Culinary	_____ assembled (using all purchased items)	_____ Sculpture
_____ Decorative Floral	_____ constructed (artist produces 50% or more of items used in creation)	_____ Wearable Art
_____ Dolls, Bears & Accessories	_____ Painting	_____ Woodwork, Decorative
_____ Fiber/Textiles	_____ Paper	_____ Woodwork, Functional
_____ Glass	_____ Photography	
	_____ Other _____	

**Fees**

Entry Fee: \$150 per space (see Exhibitor Rules, Regulations and Information for description of spaces)

\$150 X (number of spaces) \_\_\_\_\_ = Entry Fee due.....\$ \_\_\_\_\_  
**\*Maximum of TWO spaces\***

\$10 X (number of spaces) \_\_\_\_\_ = Electricity Fee due (if electricity is desired).....\$ \_\_\_\_\_  
(limited number spaces available with electricity)

\$25 Late Fee (if postmarked after March 15).....\$ 25.00

**Total Fees Enclosed..... \$ \_\_\_\_\_**

*Please make check payable to: Aberdeen Arts in the Park*

Are you requesting a specific booth? No  Yes

If yes, please explain \_\_\_\_\_

*Note: There are no guarantees or promises regarding preference for space locations or the filling of any kinds of requests.*

Due to the layout of Melgaard Park, it is helpful to know the length of your trailer for ease in load-in/ load-out.  
If traveling with a trailer, please indicate length \_\_\_\_\_

**Please read carefully and sign below (if you are sharing a booth, each person must sign)**

All information provided in this application is true and correct. I have read the Rules, Regulations and Information document and agree to abide by said rules and regulations. I will conduct myself, and will inform any persons associated with my booth to conduct themselves, in a professional manner with respect to my neighbors, volunteers, Arts in the Park staff, and those in authority. I fully understand that if the Arts in the Park committee finds fault with my product or conduct, I will correct it or voluntarily leave without refund. I certify that the items I will display and sell are produced by me, my family or staff. I grant permission to the Arts in the Park staff to use my images for publicity purposes without compensation. I understand I am totally responsible for my exhibit, including (but not limited to) the method of display, set-up, selling and takedown. I understand that once I have been reviewed and accepted, my entry fee is non-refundable. I also understand that any proceeds derived from sales will be entirely my own, and I am entirely responsible for collecting and reporting the state and city sales tax.

The undersigned, being an exhibitor or concessionaire authorized to operate a business or concession stand during Arts in the Park in Melgaard Park, Aberdeen, SD, hereby waives and agrees to hold the City of Aberdeen, the Aberdeen Area Arts Council, Aberdeen Parks, Recreation & Forestry, staff members, volunteers or private property owners harmless from any and all liabilities, causes of action or claims that may be incurred on behalf of any of my employees, agents or myself in conducting my business during the time authorized for the Arts in the Park, June 15-17, 2018.

I hereby waive any and all claims, causes of action or damages that I may have against the City of Aberdeen and the Aberdeen Area Arts Council by virtue of my participation in the Arts in the Park in Melgaard Park, Aberdeen, SD, except for intentional acts or gross negligence.

Signed \_\_\_\_\_ on (Date) \_\_\_\_\_

Signed \_\_\_\_\_ on (Date) \_\_\_\_\_

***Please return this completed form and signed application postmarked by March 15, 2018 to:  
Aberdeen Arts in the Park, C/O Aberdeen Area Arts Council, 225 3<sup>rd</sup> Ave SE, Aberdeen, SD, 57401-4245***

*\*Notification letters will be mailed/postmarked by April 15, 2018.*

**Checklist**

- √ **Completed and signed application** (no application accepted without signature)
- √ **4-10 images of your work clearly labeled with your name; 2-3 images showing your work and creative process. If sharing a booth with another artist, each applicant should provide the requested # of images for their work. Submit via e-mail – ArtsInThePark@nvc.net or on a CD/jump drive**
- √ **Check for appropriate amount made payable to: Aberdeen Arts in the Park**
- √ **Artist biography (up to one page) to be used for publicity purposes (optional)**
- √ **YOU DO NOT HAVE TO ENCLOSE A RETURN ENVELOPE**