

WINTER FEST

A WINTER ARTS FESTIVAL

Dear Winterfest Applicant,

We would like to invite you to participate in the 39th annual Winterfest on November 18-19, 2017. Once again we will be holding this event in the Aberdeen Civic Arena, part of the Aberdeen Recreation and Cultural Center (ARCC), in historic downtown Aberdeen. We look forward to receiving your application!

About Winterfest

Winterfest is committed to presenting a high quality juried show with balance and variety between the various art forms as well as between fine, folk arts and crafts. Winterfest is scheduled for the weekend before Thanksgiving. Reports from past exhibitors indicate that sales at shows have been good to very good.

Location of Winterfest

Winterfest is held at the Aberdeen Civic Arena located in Historic Downtown Aberdeen. The Aberdeen Civic arena is located at 203 S. Washington Street Aberdeen, SD 57401.

Eligibility

Arts and crafts of original design and handmade by the exhibitor is the only merchandise allowed to be sold. Please note on application the use of any manufactured items used to enhance hand-crafted work (i.e. painting on a purchased sweatshirt; purchased decorative accents used on hand-crafted woodwork; purchased components used with handmade beads).

Lighting and Booth Set Up

Each exhibitor will be required to provide their own lights to adequately light their booth for display and sales. The ceiling lights are dimmed to create mood. They do not provide light for the booths. Example of lights that worked well in the past includes 10-12 arm style lamps or 4-5 stripes of track style lighting.

Booth Spaces are 12 wide x 10 deep, with no wiggle room. So please make sure your booth will fit into the space including white canopies. White canopies also help to make the booth appear brighter. Be sure to plan to have adequate light where your customers will be paying. **Canopies and display pieces should have adequate protection on the bottom so as not to damage the wood floor.**

Exhibitors will be allowed to begin set up on Friday afternoon after 1:00 p.m. Help is provided at load-in and load-out to assist the exhibitors. The artist or an individual familiar with the artist's work must be present at the display at all times during Winterfest operation hours. Demonstration or explanation of the art form is encouraged where possible and appropriate.

Process for Application

- 1) Complete and sign the application.
- 2) Submit the following images. Images must represent current work and must proportionally represent what the artist intends to exhibit - i.e. 2/3 pottery and 1/3 jewelry.
 - a. at least nine (9) images of your work representing what you will sell at Winterfest
 - b. two (2) images of you working and creating
 - c. three (3) images of your workspace
 - d. one (1) image of your display, if possible.
- 3) Check or money order for correct fee payable to Aberdeen Parks, Recreation and Forestry.

(cont.)

We will accept only DIGITAL media for the jury process. Images are to be submitted by email to winterfest@aberdeen.sd.us or on a CD that is labeled clearly with your name. We will NOT accept photographs or slides. The applicant is responsible for the quality and nature of the responses in the application form and the supporting materials.

Registration Fee: The \$125.00 registration fee will entitle the participant to a 12' wide x 10' deep booth space. You may request and pay for 1 (\$125.00) or 1.5 (\$187.50) booth spaces. If room allows and you would be interested in an additional ½ booth space (for an additional \$62.50 fee), there is a place to indicate this. If there is room, we will contact you and request the additional payment at that time.

Tables: Up to four (4) tables are available (if requested in advance) for \$7 each. There is no additional fee for electricity. **If you are bringing your own tables, please be sure there are rubber glides on the table legs, to prevent damage to the floor.**

Late Fee: Late applications may be considered at the sole discretion of the Winterfest Committee. In cases where late applications are accepted, a \$25 late fee will be assessed.

Corner Booth: If you request a corner booth, please send an additional **SEPERATE** \$25 check with your application. If your request cannot be filled, your check will be returned to you.

Important Dates

Friday, September 15	Application Deadline
Friday, October 6	Notification letter mailed
Friday, November 17	Winterfest Set-up – 1-8 p.m.
Saturday, November 18	Winterfest Set-up -- 7-9 a.m.
Saturday, November 18	Winterfest – 10 a.m. -5 p.m.
Sunday, November 19	Winterfest - 10 a.m. – 3 p.m. <u>PLEASE NOTE HOURS ON SUNDAY.</u>

General Information

All exhibitors should be aware that all reasonable measures will be taken to ensure security. Neither the Aberdeen Parks, Recreation and Forestry Department nor the Aberdeen Area Arts Council are responsible for lost or stolen articles.

Once the exhibitor has been reviewed and accepted, the registration fee is not refundable.

You are required to collect sales tax (8% art and craft; 9% food) 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. For any sales tax questions - contact the SD Department of Revenue at (605) 626-2218.

Questions regarding Winterfest may be directed to Aberdeen Recreation and Cultural Center (ARCC) at (605) 626-7081 or e-mail winterfest@aberdeen.sd.us.

Aberdeen Recreation and Cultural Center (ARCC)
225 3rd Ave SE
Aberdeen, SD 57401

All exhibitors are invited to stay for a short artists' reception on Saturday evening beginning immediately after the doors close at 5:00 p.m. The Winterfest Committee will provide light snacks. This is our opportunity to say thank you for being part of Winterfest.

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Application Form

OFFICE USE ONLY

Date Recd _____

Ck # & amount _____

_____ images (CD or digital)

_____ accepted _____ denied

_____ # booths

_____ acceptance ltr/ email sent

Pymt Processed _____

Receipt # _____

You must complete all blanks in this box:

Name _____
(as you wish to be listed in our database and in the directory)

If the above is a business name, your name:

Mailing Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-Mail _____ @ _____

Cell Phone (_____) _____

Do you check your e-mail frequently enough that information could be sent via e-mail? _____ yes _____ no

Categories

Briefly describe your work to be sold - be specific (material, technique, process used, etc.) Note: Use of manufactured items, used in conjunction with your handcrafted products, must be noted on the application - i.e. purchased components used with handmade beads.

Please indicate media. A panel of experienced artists and crafters will jury your application. They will review your written description as well as your submitted photos. Please indicate what % of each category your booth will contain.

_____ Ceramics/Clay	_____ Glass	_____ Sculpture
_____ Decorative Floral	_____ Jewelry/Metal	_____ Wearable Art
_____ Dolls, Bears & Accessories	_____ Painting	_____ Wood
_____ Fiber	_____ Paper	_____ Other _____
_____ Furniture	_____ Photography	_____

Entry Fee:
 _____ 1 booth (\$125) _____ 1 ½ booths (\$187.50) \$ _____
 (booth fee)

If room allows, would you like an additional ½ booth space (\$62.50) ___ yes ___ no
DO NOT PAY FOR ADDITIONAL half booth at this time. We will contact you if we have room.

Corner Booth Fee:
If you request a corner booth please send an additional SEPARATE \$25 check.
 Your check will be returned if your request cannot be not filled. \$ _____
 (corner booth fee)

Table Fee:
 Table Fee (up to 4 may be requested): _____ tables @ \$7.00 each \$ _____
 _____ 8 ft. tables _____ 6 ft. tables (No guarantee that size request will be honored) (table fee)
 (Can request both sizes of tables for a total of 4 tables per booth)

LATE FEE: (if postmarked after September 15) \$ 25.00
 (late fee)

TOTAL FEES Enclosed \$ _____
 (total fees)

Number of folding chairs you would like in your booth _____ (no charge for chairs)

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.

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

My signature attests that I have read the materials accompanying this form and agree to abide by all rules and policies set forth in it. This is work of my own design, crafted by me and the work I bring will be of similar quality and style. I grant permission to the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council to use images of my work for publicity purposes without compensation.

I understand I am totally responsible for my exhibit, including (but not limited to) the method of display, setting it up, providing security for its protection, selling and taking it down. It is understood that the exhibitor will provide all materials for the booth. I release the Aberdeen Parks, Recreation and Forestry Department and the Aberdeen Area Arts Council from all responsibility for loss, damage or theft of my work or other materials. Once the exhibitor has been reviewed and accepted the entry fee is non refundable. I also understand 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 – **8% on art/craft and 9% on food.**

The undersigned, being an exhibitor authorized to operate a business during Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota, hereby waives and agrees to hold the City of Aberdeen and the Aberdeen Area Arts Council 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 business during the time authorized for Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota November 17-19, 2017.

I hereby waive any and all claims, causes of actions or damages that I may have against the City of Aberdeen and the Aberdeen Area Arts Council by virtue of my participation in Winterfest at the Aberdeen Civic Arena, Aberdeen, South Dakota, except for intentional acts or gross negligence.

Signed _____ on (Date) _____

Signed _____ on (Date) _____

Please return this completed form and signed application postmarked by September 15, 2017 to:
Winterfest C/O Aberdeen Recreation and Cultural Center, 225 3rd Ave SE, Aberdeen, SD, 57401
**Notification letters will be mailed/postmarked by October 6, 2017.*

Checklist

- Completed and signed application
- At least 15 digital images (as outlined in the guidelines):
 - o _____ on a CD (NO SLIDES OR PHOTOS WILL BE ACCEPTED) **OR**
 - o _____ e-mailed winterfest@aberdeen.sd.us from e-mail address: _____
- Check with the appropriate registration fee payable to:
 Aberdeen Parks, Recreation, and Forestry * 225 3rd Ave SE * Aberdeen, SD 57401