



January 2023

To: Applicants for Arts in the Park  
From: Arts in the Park Committee

Greetings from Aberdeen, South Dakota!

**Arts in the Park** is celebrating its **47th** year of arts, crafts, food, and entertainment on **June 17-18, 2023**, in beautiful Melgaard Park. This annual show is held each year on the third full weekend in June and is one of the largest summer events held in Aberdeen. Free to the public, the festival features 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 18,000 people throughout the weekend.

Aberdeen, SD, population of 28,500, is located in the northeast corner of South Dakota. It is approximately six hours from Minneapolis, MN and Omaha, NE; five hours from Rapid City, SD; and three hours from Sioux Falls, SD and Fargo, ND.

Enclosed please find an Application along with Guidelines & Information. **Art and Craft exhibitors** should have a **yellow** application while **Food vendors** should have a **green** application. If you are applying for an **activity**, your application is **red**. If you have received the opposite of what you need, please contact the office, or **visit our website to apply online** at [www.aberdeenareaartscouncil.com/events/arts-in-the-park](http://www.aberdeenareaartscouncil.com/events/arts-in-the-park)

In our efforts to keep our show fresh and inviting for attendees and exhibitors, we visit 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. You are our best marketing tool. If you know people that would be a good fit for our show, please give them a copy of the application or direct them to our website to apply online or download an application at [www.aberdeenareaartscouncil.com/events/arts-in-the-park](http://www.aberdeenareaartscouncil.com/events/arts-in-the-park)

All applications need to be submitted online or be postmarked by **Wednesday, March 15, 2023**. The jury panel will then meet and those who applied will be notified by **April 6** if accepted or not.

Each application will be reviewed for originality and craftsmanship. The jury process is mainly based on the images you submit so please send us **current, high quality 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 e-mail us at [ArtsInThePark@nvc.net](mailto:ArtsInThePark@nvc.net) or call us at (605) 226-1557.

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.***

Aberdeen Area Arts Council  
225 3<sup>rd</sup> Ave S.E.  
Aberdeen, SD 57401-4245  
(605) 226-1557  
[ArtsInThePark@nvc.net](mailto:ArtsInThePark@nvc.net)

Facebook: @AberdeenAreaArtsCouncil  
Instagram: @aberdeenareaartscouncil  
Twitter: @ABRArtsCouncil



47th 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 Activity

### Important Dates

Wednesday, March 15, 2023  
Thursday, April 6, 2023  
Friday, June 16, 2023  
Saturday, June 17, 2023  
Sunday, June 18, 2023

Application deadline  
Notifications of juror's decisions  
Exhibitor load in, 1:00 p.m. – 8:00 p.m.  
Arts in the Park hours, 10:00 a.m. – 6:00 p.m.  
Arts in the Park hours, 10:00 a.m. – 4:00 p.m.

### Location

Melgaard Park in Aberdeen, South Dakota. Aberdeen. 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.

### Application and Jurying

Each applicant will be required to submit a completed and signed Arts in the Park Application Form on which a detailed description of the activity is completed.

If you have not previously been at Aberdeen's Arts in the Park, along with your application please include a list of 3 shows (name, address, contact person) you have been in as references.

### Fees

The booth fee is \$150 per activity. This fee is for space only and all materials for activity, must be provided by the exhibitor.

Space will be assigned on a first-come, first-served basis with space reference 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.

All fees are for the two-day festival and are payable to Aberdeen Arts in the Park. The checks must be for full payment of fees and must accompany the completed and signed Arts in the Park Application. Post-dated checks and incomplete applications will be returned to the applicant.

### Set-Up

Set-up is not allowed before 1 p.m. on Friday, June 16, 2023. 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. Specific instructions exist regarding load-in and load-out procedures and will be sent in acceptance letters.

## **Cancellations**

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

## **Refunds**

The Arts in the Park Registration fee 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 concerning compliance with the sales tax laws. Contact the SD Department of Revenue at (605) 626-2218 with any sales tax questions.

## **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.

## **Insurance**

Each activity applicant shall be required to carry liability insurance with a limit of \$1,000,000 listing both Aberdeen Area Arts Council and City of Aberdeen as certificate holder and shall provide a copy of the Certificate of Insurance with their application.

## **Questions**

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



## Arts in the Park Activity Application 2023

**OFFICE USE ONLY**

Date Recd \_\_\_\_\_ Check #/Amount \_\_\_\_\_

\_\_\_\_ Cert. of Insure. // App OK - \_\_\_\_email \_\_\_\_ mail

\_\_\_\_\_accepted \_\_\_\_\_denied

Acceptance Letter Sent: \_\_\_\_\_email \_\_\_\_mail

Booth Info Sent: \_\_\_\_\_email \_\_\_\_mail

Name		
Business Name		
Mailing Address		
City, State, Zip		
Best phone number to reach you		
*Email		
Emergency Contact Name & Phone		
Web Site		
Social Media		
Vehicle License Plate #	Trailer License Plate #	Trailer Length

\*By submitting an email address, you are acknowledging that further communication will be via email.

Proposed Activity:

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**Fees**

\$25 Application Fee (Please enclose a separate, non-refundable check.).....\$ 25.00

Entry Fee: \$150 per activity

\$150 X (number of activities) \_\_\_\_\_ = Entry Fee due.....\$ \_\_\_\_\_

\$10 X (number of activities) \_\_\_\_\_ = Electricity Fee due (if electricity is desired).....\$ \_\_\_\_\_

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

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

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

Are you requesting a specific location? 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)**

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 slides 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 16-18, 2023.

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 and signed application,  
Postmarked by March 15, 2023 to:**

**Aberdeen Arts in the Park  
C/O Aberdeen Area Arts Council  
225 3<sup>rd</sup> Ave SE  
Aberdeen, SD 57401-4245**

**Checklist**

- **Completed and signed application** (*no application accepted without signature*)
- **Checks for appropriate amounts made payable to: Aberdeen Arts in the Park**
- **Current Certificate of liability insurance listing both Aberdeen Area Arts Council and City of Aberdeen as certificate holder.** This is to be submitted with your application.