

# Show rules & information 2018

## ELIGIBILITY & ACCEPTED MEDIUMS

Participation is open to all fine art and fine craft. All work represented must be of an original concept executed and designed by the artist in attendance. No artist's representatives are allowed in place of artist. In addition, work done by a production studio is not accepted. No work which has been made with commercial kits or patterns allowed. Exhibitors may not sell promotional items such as t-shirts or books.

The following mediums are to be included in each show: ceramics, drawing, fiber non-functional, fiber functional, paper non-functional, furniture, glass, jewelry, acrylic, oil, watercolor, pastel, sculpture, wood, mixed media, collage, photography, and printmaking. Individual consideration of any media not listed will be given upon request. Please note: if a show is considered a fine craft event, appropriate two dimensional works will be accepted.

EM Events and their client's reserves the right to remove any and all works deemed not suitable at the time of the festival. It also reserves the right to select or invite other applicants in order to ensure balance of medium. In addition, this show, reserves the right to not accept an artist for jury. In the event of this happening, your jury fee shall be returned. Submitting this application implies on your part commitment to all show rules.

**ONLY THOSE ARTISTS WHO HAVE BEEN JURIED IN JEWELRY MAY HAVE JEWELRY IN THEIR BOOTHS.**

## E - JURY

Instructions for uploading e-jury images will be found online during the online application process. It is helpful for us if your booth image is from an actual show. Fabricated booth images are strongly discouraged. If we feel that your booth image is not a true representation of your display you will not be juried. You will be held to the standard of your booth display.

Upon acceptance, any image submitted may be used by EM Events LLC for day of show jury purposes and possible publicity opportunity. Once an event has been juried, even if it is cancelled no jury fees will be refunded.

## MINIMUM NUMBER OF ARTISTS

Each show has a minimum number of artists needed in order to proceed with an event. If it is deemed the minimum number of artists has not been reached two months out from the start date of any event then the event will be cancelled and a full refund of booth fees paid to date will be issued. Jury fees will not be refunded.

## ARTIST STATEMENT

An artist statement revealing how the work is made, posted for the public to see at the show, is suggested for each booth.

## PRINT POLICY

Both Photographers and Printmakers are required to disclose their printmaking process. Artist's hands must have manipulated the plate for printmaking.

## REPRODUCTION POLICY

Reproductions are not prints. We define reproduction as a copy of an original image. This includes giclee prints. For Cantigny all reproductions must be labeled as reproductions not prints in your booth. Reproductions may not take up any more than one wall (10 x 10 space) in your booth.

No photo copy or off set reproductions will be accepted. Please call if you have questions as to if your work will be accepted for jury.

REPRODUCTIONS OF ANY KIND ARE NOT ALLOWED AT THE GENEVA ARTS FAIR. If reproductions are found in your booth at the Geneva Arts Fair, they will be confiscated and you will be asked to leave the show.

## REPRODUCTIONS ON CANVAS

No reproductions on canvas (including photography) allowed at any event.

## DISPLAY SPACE

The footprint of each display space is 10' x 10'. Larger display spaces are available for an additional fee. No wings are allowed unless preapproved and paid for. Each show will attempt to honor specific space requests; however, final booth location will be determined by the needs of each show.

Booth location and number are subject to change. Booth numbers are used for logistical purposes only and are not listed in our programs. Please be aware that you must register at registration before setting up your booth as placement and number may have changed due to show needs.

Only one exhibitor per booth except for galleries and collaborative events or work.

All areas will be patrolled both Friday night and Saturday night. Most display spaces are free from obstruction. All spaces are easily accessible to patrons' traffic flow.

No card carousels are allowed at any event even if they hold original works of art.

## LOAD IN & OUT

All shows are a drop and go for set-up. You are expected to unload and move your car before setting up.

For tear-down you must be completely torn down before you are allowed onsite with your vehicle. You will be given a pass to enter the show site once you have torn down.

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## TENTS AND WEIGHTS

All tents must be white and must be properly weighted. Please check with your tent manufacturer on proper weighting of your tent. If it is deemed by the committee that either your tent or weights are not suitable you will be first asked to correct the situation. If that is not possible then you will be asked to leave the show with no refund available.

Milk jugs with sand or water, small bricks or other such items are not considered acceptable weights. We ask that you put as much thought and consideration into how your weights look and function with regards to your booth as you do with your artwork. If you have questions regarding your tent or weights please call or e-mail prior to each show.

## TAX ID/SOCIAL SECURITY NUMBER

It is **mandatory** on your application to either list an Illinois Tax ID number or social security number as we are required to submit this information to the state of Illinois for tax purposes no later than 20 days after each event along with name, city, state, business name of each artist in attendance.

Each artist is responsible for collecting Illinois sales tax. Forms and additional information may be found on our website prior to each event.

## PUBLICITY

This event is promoted through featured newspaper articles, banners, print advertising, e-blast and whenever possible radio and magazine promotion. Email for details.

## AWARDS

Ribbons awarded where excellence is determined regardless of media. Ribbon award winners selected by professional judge(s). Judges change each year. Call for additional details. It is possible the event you are applying to does not have awards.



### For additional information please contact:

Erin Melloy | 630.536.8416  
emelloy@emevents.com  
www.emevents.com

## ARTIST AMENITIES

- Water, snacks, morning coffee and light breakfast
- Easy loading and unloading
- Flexible booth fee payment schedule
- Event marketing & publicity: web, social media, print
- Close artist parking
- Booth sitters
- Festival programs with listing of attending artists

## APPLICATION DEADLINES

February 1, 2018

Cantigny – Art In Bloom

Geneva – Geneva Arts Fair

## ACCEPTANCE/NON-ACCEPTANCE NOTIFICATION

Acceptance or non-acceptance notification letters will be sent via e-mail no later than 15 days after application deadline has passed. If you have not received notification at that time please contact us. We attempt to notify all artists, including those who are not accepted.

## CANCELLATION & REFUND REQUESTS

All refund requests must be submitted in writing. E-mail requests are accepted.

The following cancellation and refund policies are in place for each event:

- \$100.00 cancellation fee in effect immediately upon receipt of booth fee payment or deposit.
- No refunds available 60 days prior to the start date of each event. Start date is considered the Friday night before the weekend of each event.

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At EM Events, we believe in quality of artwork over quantity of artists. With that in mind, we have been producing quality outdoor art fairs and festivals for over 20 years. Working closely with each hosting organization, together we bring the very best for patrons and artists alike, resulting in an enjoyable and profitable event for artists and an exciting and creative encounter for our patrons. Art counts and nothing but the best will do!