

Artsfest '16 ORGANIZATION Application Form
CULTURAL & ENVIRONMENTAL Organizations eligible!
Sept. 17 & 18, 2016, 10am-5pm both days

Annmarie Sculpture Garden & Arts Center

P.O. Box 99, 13480 Dowell Road, Dowell, MD 20629
t. 410-326-4640 f. 410-326-4887 info@annmariegarden.org www.annmariegarden.org

Artsfest attracts 10,000 plus visitors over the 2-day event. This is a wonderful opportunity to raise awareness of your organization and activities!

Deadline to apply: June 1

Please print clearly! Incomplete application will be returned! (Application is 3 pages)

How did you hear about this opportunity? _____
Organization _____
Contact person _____
Complete MAILING address _____
City _____ State _____ Zip _____
Phone: _____ Cell: _____
Email **(REQUIRED!)** _____
Web address _____

ALL APPLICANTS MUST ANSWER THIS QUESTION --- Please describe your **FREE** booth activity and/or demonstration:

Will you be handing out OR giving away any FREE items or materials? If YES, please describe IN DETAIL what you will be distributing. **Please note that distributing religious or political materials during Artsfest is strictly forbidden.** All materials must be family-friendly.

Will you be applying for a SALES BOOTH? If YES, **YOU MUST ANSWER THIS QUESTION** --- Please fully describe any income-generating activities that will take place at your booth. **Please note that the sale of religious or political materials is strictly forbidden at Artsfest:**

Guidelines

1. We welcome **CULTURAL** and **ENVIRONMENTAL** organizations to apply to participate in Artsfest. Should your organization be accepted, you will be expected to provide an **on-going, FREE activity and/or demonstration** for the public at your booth.
2. Please attach **AT LEAST ONE** of the following documents to this application: organization bylaws, IRS determination letter, or your most recent 990.
3. Please note that you must choose to be an **info/demo ONLY booth OR a sales/info/demo booth**. Depending on the type of booth, group will be assigned either a 10' x 10' space OR a 20' x 10' space.
4. **About the Wooded Path** - As the booths along the Wooded Path are set amidst the trees, each space varies slightly in size and shape. All booth spots are spacious, but may not accommodate a 10' x 10' tent; the presence of trees and shrubs may prevent setting up a 10' x 10' tent. If your assigned space allows, feel free to set up a tent, but they may not protrude onto the paved pathway. Cars cannot be driven directly to the booth, but a shuttle service is provided and help is available unloading and loading. Electricity is not available. Tables can be rented at \$15 each; you must provide your own chairs. **SPECIAL NOTE: smoking is NOT allowed on the Wooded Path or in the adjacent woods.**
5. If you decide to apply for a **sales/info/demo booth**, you must **list what you will have for sale** at your booth OR any other income generating activities you will undertake at your booth.
6. If you are an **arts organization**, please note that artist who have their own booth at Artsfest cannot exhibit in an organization booth.
7. If you are **exhibiting and/or selling art**, please note that each artist in the group may exhibit/sell no more than four (4) pieces of work. No exceptions!
8. **Group must pay their booth fee by June 1**; sorry, but once fees are paid, we do not issue refunds for any reason.
9. **Group must pay 15% of gross sales for the event, due by October 31, 2016 (sales/info/demo booth).**
10. Booth banners and signs identifying the organization **cannot exceed 16 sq ft in size.**
11. **Each group will receive 12 Artsfest passes to be given to your booth workers/volunteers.** You will receive these passes at least 3 weeks before the event - which should give you plenty of time to distribute them to your workers/volunteers. Additional passes can be purchased prior to the event for \$4. No exceptions will be made to this rule. **Please plan ahead so that all your volunteers can enter the event!**



Booth Type & Payment Information – choose one

- \$50 Information/Demonstration ONLY Booth** (approx. 10' x 10' booth along Wooded Path; space will marked off with tape). No refunds.
- \$75 Sales AND Information/Demonstration Booth** (approx. 20' x 10' along Wooded Path; space will be marked off with tape). No refunds.

Table Rental (\$15 each; no refunds)

Electricity (\$25; no refunds)

_____ TOTAL PAYMENT

Check enclosed

Visa

Mastercard

Acct # _____ Exp. Date: _____

Name on card: _____ CID # _____

Billing address: _____

Credit Card Signature: _____

Release Agreement for 2016

I acknowledge and agree that my/our completion and submission of this application represents my/our commitment to participate in Artsfest to be held at Annmarie Sculpture Garden, September 17 and 18, 2016. I/we have received and read the festival rules and the booth information, which are part of this application, and are incorporated herein by reference. If I/we am/are accepted into Artsfest, I/we agree to abide by these rules.

For good and valuable consideration, including being permitted to participate in Artsfest, the undersigned participating artist/group, for myself/our and my/our successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates and in case of corporation, also its officers, directors, and shareholders (collectively, the "Artist"), forever releases and discharges Annmarie Garden, Ann's Circle, the Koenig Private Foundation, the Calvert County Government, and each of its officers, directors, employees, agents, assigns, volunteers and affiliates (herein referred to as "Artsfest") from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, and cause of action, whether arising in law or in equity, which the Artist ever had, may now have, or may hereafter have by reason of any matter, cause or thing whatsoever arising out of or related to the Artist's involvement in Artsfest.

The Artist/group agrees to and does hereby assume any and all risks of personal injuries to the Artist, including death, and risk of damage to the Artist's property, caused by or arising out of the Artist's/group's involvement in Artsfest.

The Artist/group hereby agrees to defend, indemnify and hold Artsfest harmless from and against any and all claims, demands, suits, losses, cause of action, damages, liabilities, obligations, costs, expenses, and judgments (including, without limitation, death and damages to property) caused by the Artist's/groups acts or omissions or failure to abide by the rules of Artsfest arising out of the Artist's involvement in Artsfest.

If accepted, Artsfest has my/our permission to reproduce my/our artwork, through the images I/we have submitted, for the purpose of promoting, advertising, and marketing Artsfest. Artsfest also has my/our permission to publish photographs or video taken of me/us, my/our booth and my/our work during Artsfest for purposes related to promotions of Artsfest, past or future. **I/we agree to pay 15% of my/our festival sales to ANNMARIE GARDEN, and I/we will make this payment no later than October 31, 2016. If I/we send our payment after October 31, we will pay the additional \$25 late fee for each month the payment is overdue.**

Name of organization

Signature of Authorized Person

Date

Print or type signature of authorized person _____

**Mail application to:
Annmarie Garden
P.O. Box 99
Dowell, MD 20629**

Have you enclosed:

- The completed application form?
- The signed release form
- One of the required organizational documents?
- Payment to "ANNMARIE GARDEN"?

ARTSFEST '16 SCHEDULE:

IMPORTANT DATES!

March 31	Deadline to apply for ARTISTS
April 30	Notification of Jury decision for ARTISTS
June 1	Deadline to apply for PERFORMERS Deadline to apply for FOOD VENDORS Deadline to apply for CULTURAL & ENVIRONMENTAL Organizations
June 15	Notification of acceptance decision for PERFORMERS, FOOD VENDORS and CULTURAL & ENVIRONMENTAL Organizations
June 30	ARTISTS booth reservation & rental fees due
Mid-August	Artsfest badges & set-up information mailed to EVERYONE!
Thurs, Sept 15	Noon-5:00pm – Early Bird Set-Up for INDOOR ARTISTS
Fri, Sept 16	10:00am-5:00pm – Booth Set-Up (Indoor booth set-up complete)
Sat, Sept 17	7:00am-9:30am – Booth Set-Up 9:30am – ALL cars must be moved to Parking Field 10:00am-5:00pm – Artsfest Open to Public 11:00am-2:00pm – Jury will observe ARTISTS Demonstrating work 3:00pm – ARTIST Awards Presentation 5:00-5:30pm – Public leaves site; no cars allowed in garden during this time
Sun, Sept 18	8:00-9:30am – Booth Re-stocking 9:30am – ALL cars must be moved to parking lot 10:00am-5:00pm – Artsfest Open to Public 5:00-5:30pm – Public leaves site; booth teardown; no cars allowed in garden during this time 5:30pm – Group A cars enter 6:00pm – Group B cars enter Dusk – Sunday teardown ends
Mon, Sept 19	10am-2:00pm – Monday teardown for those who need extra time
October 31	Commission payment due from EVERYONE ; \$25 late fee for each month the payment is late; \$25 returned check fee.