

APPLICATION
Deadline
August 26, 2016



EVENT DATE:
September 24,
5 p.m. - 8 p.m.

Art and Family Festival 2016 VENDOR APPLICATION

ARTIST/ORGANIZATION:

CONTACT PERSON:

ADDRESS:

CITY/ST/ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

WEB ADDRESS:

BOOTH FEE: \$25.00

PAYMENT: Check Check # _____ Visa/MasterCard (see below)

BOOTH INFORMATION:

Fine Art Folk Art Non-Profit Food/Beverage

Demonstration: Yes No Electricity: Yes No

LIST ALL ITEMS TO BE SOLD: _____

Mail Application to: *Art and Family Festival, 2650 Tri Sports Circle O'Fallon, MO 63368*

Email Application to: tlandreth@ofallon.mo.us

Fax Application to: 636-474-8190 (Attn: Tyler Landreth)

Check or Money Order PAYABLE TO: *City of O'Fallon*

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the City of O'Fallon programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims, damages or losses which you, your staff or your volunteers, minor child/ward might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participate in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or losses, regardless of severity, that my staff or my volunteers, minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I, my staff or my volunteers, or my minor child/ward may have (or accrue to me or my child/ward) against the City of O'Fallon, including its agents, elected officials, employees, and volunteers (hereinafter collectively referred to as City of O'Fallon), including claims of negligence.

I do hereby fully release and forever discharge the City of O'Fallon from any and all claims for injuries, damages, or loss that my staff, my volunteers, my minor child/ward or I may have or which may accrue to me or my minor child/ward arising out of, connected with, or in any way associated with City of O'Fallon programs/activities, including claims of negligence.

I also agree to grant full permission to the City of O'Fallon to use my name, photo, video or recording for publicity or promotional purposes without obligation or liability to me, my staff or my family.

I have read and understand the above Waiver and Release of All Claims and Assumption of Risk. My signature below represents my understanding of this policy.

Printed Name

Signature

Date Signed

Office Use Only

Date Received: _____ Electricity: _____ Notification Sent: _____ Booth Number: _____

Please complete this section if paying by credit card. The credit card # portion will be destroyed after payment is processed.

Visa or Master Card Number

CC Exp Date

Name Printed on Card

Signature

ART AND FAMILY FESTIVAL

GENERAL INFORMATION

Welcome to O'Fallon's Art and Family Festival. The Art Festival is presented by the Cultural Arts Division for the City of O'Fallon, Missouri. We are very excited about producing a quality, small-scale, creative outdoor Arts Event for the people of St. Charles County and the St. Louis region. We're glad you're interested in being a part of this exciting event!

Application Deadline & Notification

All completed applications must be received no later than **August 26, 2016**. The Art and Family Festival and the City of O'Fallon are not liable for loss or damage to artists' submissions, slides, or postal delays/deliveries. Selection notification will be e-mailed and mailed no later than **September 2, 2016**. Images of accepted applicants will be held for comparison with the work displayed at the Art and Family Festival and for promotional purposes.

Invitation

Invitation to the Art and Family Festival is open to all practicing artists. Press releases and announcements are on the City's web sites (www.ofallon.mo.us, www.ofallon.mo.us/parksandrec, and www.renaudspiritcenter.com), social media and Communications Department are utilized to access additional artists.

Jury & Selection Process

A panel of judges (consisting of artists and art educators) will select participants for the Art Festival. Participants are judged from their submission of five (5) digital images or photos. These are the only acceptable forms for jurying. For further information, see Digital Images and Photos below.

Selections are based on quality of workmanship, originality, and artistic merit. Images of applicants accepted onto the wait list will be retained until a final exhibit list is completed. All images are assigned a number and are viewed anonymously. Artists are scored on a scale of 1 (low) to 5 (high) and given a score of the combined points from each Juror. Description information from the Artist is made available to the Jurors.

Apply early. The Art and Family Festival Jury processes and juries applications in the order they are received. Vendors who wish to share one booth may do so, but each exhibitor must submit an application. Mail the applications together in one envelope. All other rules and regulations apply.

The maximum number of artists accepted into the Art and Family Festival this year is 20. All selections by the Jury are final and non-negotiable. A wait list is selected from the jury scores and invited as cancellations occur.

Jury decisions are based on submitted images of the applicant's work. The applicant's art must be represented by the submitted images.

Digital Images and Photos

Five (5) electronically sent images (.jpg or .pdf), images on compact disc (.jpg or .pdf), or photos are to be submitted for each applicant. Four images must represent the artist's work. The fifth image is of your booth set-up. The artist's name should not be visible. For digital images; the maximum number of pixels for each image is 620.

Exhibitor Information

The Art and Family Festival is located outdoors at the Renaud Spirit Center (RSC), 2650 Tri Sports Circle (63368), which also houses O'Fallon's Cultural Arts Gallery

Directions from I-70:

Take Exit 217 at Highways K and M (Main Street). Turn south on Highway K. Drive about 4 miles to Waterford Crossing Drive. Turn right on Waterford Crossing Drive, then left on Tri Sports Drive. Take the first right at Tri Sports Circle to get to the Renaud Spirit Center.

Directions from I-64/Highway 40:

Take the Highway K exit north. Drive north on Highway K for about 2 miles to Waterford Crossing Drive. Turn left on Waterford Crossing Drive, and then left on Tri Sports Drive. Take the first right at Tri Sports Circle to get to the Renaud Spirit Center.

The Art and Family Festival is free and open to the public from 5:00 p.m. to 8:00 p.m. You must be set up and have your vehicles in the designated space by 4:30 p.m. After 4:30 p.m., no vehicles will be permitted on the Art and Family Festival site. You may not tear down until the Art and Family Festival closes at 8:00 p.m. **Exhibitors who leave early will forfeit participation in future events.**

- **All Exhibitors are responsible for supplying their own tent, tables and exhibit hardware.**
- All exhibitors must occupy only the amount of space they indicated on their application.
- All exhibitors must confine doing business to their assigned space.
- Mobile exhibitions or concessions are not permitted.
- The sale, posting, or distribution of any merchandise, products, promotional items, and printed or written material outside of your assigned location is prohibited.
- Booth assignments are made at the discretion of the Art and Family Festival Committee.
- All Exhibitors must be registered and set-up by 4:30 p.m. on Saturday, September 24.
- **ALL FOOD VENDORS MUST OBTAIN A FOOD PERMIT FROM ST. CHARLES COUNTY HEALTH DEPT: Phone (636) 949-7900 ext. 4204.**

Art Festival Eligibility & Rules

- The Art & Family Festival is open to all applying exhibitors.
- Exhibition in previous Art & Family Festival events does not guarantee acceptance.
- All work entered must be the sole work of the artist. All artists must be present on site during the entire event.
- Commercial agents, dealers, or manufacturers are not eligible to enter.
- No kits, molds, embellished objects, or edible art may be submitted. Exhibitors are required to display an Artist Statement in a prominent place within their booth. Materials and processes used must be disclosed in this statement.
- At least 75% of the artist's booth space must be composed of original art. For photographers and printmakers, the displayed work must be displayed in frames. Any postcards, books, note cards, posters, or any offset reproductions must take up no more than 25% of the booth space.
- Exhibitors must comply with all safety requirements, and vehicles must be parked only in designated areas.
- Exhibitors must comply with all state and local ordinances.
- Exhibitors are responsible for collecting and remitting all state and local taxes. For information on this, [click here](#).
- Exhibitor is responsible for keeping trash secured during and after event. All trash is to be placed in trash bags and placed by trash receptacles.
- Failure to follow any of the above will result in disqualification from the current Art Festival and banishment from participation in future events as well as the forfeiture of all fees.

Art and Family Festival

Renaud Spirit Center

2650 Tri Sports Circle

O'Fallon, MO 63368-6696

Liability Waiver and Release

The City of O'Fallon, Missouri prohibits the installation and operation of any exhibit not meeting its approval. All waivers, modifications, or changes must be approved in writing by the Art and Family Festival Committee PRIOR TO the event date. During the Art and Family Festival, booths will be monitored for compliance with regulations. If not in compliance, vendors may be immediately removed from the Art and Family Festival without refund. Rule violations may cause you to be denied entry into further events. The City of O'Fallon, Missouri and its representatives are not responsible, and shall be held harmless, for product failure, damage or liabilities caused by items sold by exhibitors.

All booth staff and volunteers must understand and obey the rules set forth by the Art and Family Festival. If a representative of the event determines that a product or service in your booth is unacceptable, you will stop selling or producing it or risk being ejected from the Art and Family Festival.

The Art and Family Festival is not liable for refunds or any other liabilities whatsoever for your failure to fulfill the rules and regulations or due to the unusable condition of the area in which the event is to be produced that is caused by, but not limited to, fire or other calamity, any act of God or nature, public enemy, strikes, statutes, ordinances of any legal authority, or any cause beyond the Art and Family Festival's control. You further acknowledge that submission of this application in no way guarantees a booth space. You hereby release and hold harmless The Art and Family Festival, the City of O'Fallon, and all event sponsors from any and all liability. If necessary, initiate all legal proceedings arising from violations of these terms and conditions in St. Charles County, Missouri.

By signing the application, you agree to abide by the decision of the panel of jurors as to the acceptability of your work and this application, and you agree to comply with the conditions set forth in this document. You certify that all information furnished is true and correct. There will be no refund if you cancel following the September 2, 2016 selection announcement. There will be no alternative location or refunds in case of inclement weather AFTER NOON OF SEPTEMBER 24, 2016.