

## ARTIST INFORMATION AND REGULATIONS

### Dakota Center For The Arts

### Eagan Art Festival

**Location:** Eagan Community Center Festival Grounds  
1501 Central Parkway  
Eagan, MN 55123

**Dates:** June 23 and 24, 2018  
Saturday 9:00am-5:00pm  
Sunday 10:00am-5:00pm

**Entry Fees:** \$125.00 Registration Fee (10' x 10' space)  
\$25.00 Administrative Fee  
\$30.00 Premium Space (optional request)

#### ELIGIBILITY:

The show will be open to all art and fine craft media, which is of original design by the artist. No commercial items will be allowed. We reserve the right to ask artists to remove items that do not adhere to this policy or do not meet Eagan Art Festival standards.

#### ENTRY PROCEDURE:

- Entry deadline: **Postmarked by April 4, 2018.**
- All artists must submit a completed and signed application and Release and Waiver, accompanied by a check for the booth fee of \$125.00 per space and a separate \$25.00 check for the non-refundable administrative fee. Make checks payable to: Dakota Center for the Arts.
- All artists **must include four (4) photos (CDs preferred – no slides) representing their work PLUS** One photo of their **display booth completely set-up (Required).** (Each photo must be labeled with the artist's name, medium, and description and must be representative of the work that will be displayed). Photos will be retained by the Eagan Art Festival.
- All artists must include a self addressed stamped envelope (legal size #10, first class postage) for jury notification.
- Artist's booth fee will be returned if your application is not accepted.

#### SPACE AND DISPLAY INFORMATION:

Artists may drive into their booth spaces for loading and unloading during set up and takedown. Display spaces accommodate a standard 10'x10' tent with a 1 foot apron in front. Side aprons and awnings extending past the 10'x10' space are not allowed unless an additional 10'x10' space has been purchased. Additional 10'x10' spaces may be purchased. Artists must provide their own display and props. No booth may be constructed of materials that may be dangerous to the public. Spaces may not be shared unless the artwork is collaborative and artists are individually juried. Artists' booths must be staffed at all times and sales must only be conducted from the artist's assigned space. Artists may not change their space location without the approval of the Art Festival Director. We will try to accommodate, but cannot guarantee any special request. Premium spaces are determined by the Eagan Art Festival. Artists will receive further instructions and details with our letter of acceptance.

#### SALES TAX:

It is the responsibility of the artists to charge and collect 7.125% Minnesota state sales tax. A copy of the artist's sales tax permit must be available at the booth at all times.

#### INSURANCE AND LOSS OR DAMAGE TO ARTIST'S PROPERTY:

Dakota Center for the Arts and the Eagan Art Festival carries liability insurance that protects itself; however, our insurance does not protect the artist. Artists are responsible for their own liability insurance and protection for their property. Dakota Center for the Arts and the Eagan Art Festival will not be responsible for loss or damage to the artist's property.

**SECURITY:** The Eagan Art Festival contracts to provide overnight observance of the festival site with instructions to inform the festival director and to call 911 in case of a disturbance.

#### OTHER NOTES:

- Artists unable to attend may not transfer or sell their space to anyone else. Failure to notify the Art Festival Director of your cancellation will affect the artist's eligibility for future participation.
- Fees are non-refundable in the event of inclement weather.
- There will be \$30.00 charge for checks returned NSF.

#### QUESTIONS:

For more information please contact the Art Festival Executive Director: Phone 651-269-ARTS, [Director@eaganartfestival.org](mailto:Director@eaganartfestival.org) or our website, [eaganartfestival.org](http://eaganartfestival.org) Applications can be mailed to:

Eagan Art Festival Attn: Exec. Director  
PO Box 211609  
Eagan, MN 55121-1609