

ARTIST INFORMATION AND REGULATIONS 2023 Eagan Art Festival

Location: Eagan Community Center Festival Grounds
1501 Central Parkway
Eagan, MN 55121

Dates: June 24 and 25, 2023
Saturday 9:00am-5:00pm
Sunday 10:00am-5:00pm

Entry Fees: \$195.00 Registration Fee (10' x 10' space)
\$35.00 Administrative Fee

ELIGIBILITY:

The show will be open to all art and fine craft media 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 Festival standards. This year the **EAF will be hosted BOTH IN PERSON and ONLINE**. The online show will allow artists to set up their own shops to sell their work on a user-friendly platform with assistance available. We strongly encourage artists to participate in BOTH THE ONLINE AND IN PERSON EVENTS, but we are offering the option to be in the show with online or in person sales only. All in person spots will be separated by a minimum of 6 feet. This organization adheres to the MN State Health Guidelines for Covid 19.

ENTRY PROCEDURE:

- Entry deadline: **Postmarked by April 1, 2023.**
- All artists must submit a completed and signed application and Release and Waiver, accompanied by a check for the booth fee of \$195.00 per space and a separate \$35.00 check for the non-refundable administrative fee. Make checks payable to: Dakota Center for the Arts, OR apply on-line at www.eaganartfestival.org to pay with a credit card.
- All artists **must include four (4) photos on a thumb drive (preferred) or CD representing their work PLUS (1) photo of their display booth completely set-up (Required).** (Label photos with the medium, artist's name, and description in that order and must be representative of the work that will be displayed). Photos to be retained by the 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:

Onsite artists will be spaced approximately 6' apart. 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 and may not extend to the sides. 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 juried separately and approved by the director. Artists' booths must be staffed at all times and sales 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 requests. Accepted Artists will receive further details including how to set up their online shop.

SALES TAX:

Artists must charge and collect 7.125% MN state sales tax. A copy of the artist's sales tax permit must be available at the booth .

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 a \$30.00 charge for checks returned NSF.

QUESTIONS:

For more information please contact the Art Festival Executive Director: Phone 612-321-8079, director@eaganartfestival.org or our website, eaganartfestival.org.

Applications can be mailed to:

Eagan Art Festival
3795 Pilot Knob Road
Eagan, MN 55122