



Artist and Organization Booth Application

St. Tammany's Holiday Festival of Arts

A Shop Local Artists Week event

Festival Date: Sunday, December 2 – noon to 5 pm

Application deadline: November 7, 2018

Artist/Organization Name _____

Contact Person _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email _____

Website _____

Applicant (please check one):

- Visual Artist Art Gallery Non Profit Art/Cultural Organization Municipality
 Musician Literary Artist/Organization Other _____

How did you hear about us? Website Social Media Another artist Invited organization

For visual artists: Medium for Juried Art (select one) Check here if interested in providing demo

- Ceramics/Pottery Digital Media Drawing Etching Glass
 Jewelry Mixed Media Painting Photography Sculpture
 Woodwork Folk/Traditional Art Fiber Other _____

Please provide a brief description of the artwork you will be showcasing

- Image Rights:** I give my permission for the Northshore Cultural Economy Coalition to use images of my work in advertising and promotional efforts for the festival.
 I do not give my permission for Northshore Cultural Economy Coalition to use images of my work in advertising and promotional efforts for the festival.

ALL ARTISTS (including returning artists) are required to submit applications for consideration of the jury. Artists must submit at least three samples of your work with your application. Please submit in jpg format, minimum size 4" x 4" and maximum size 8" x 8" 200 dpi, via email. **DO NOT SUBMIT PAYMENT until you receive confirmation of acceptance.**

All artists and organizations: please submit application to Jury@ShopLocalArtistsWeek.com.

Artist signature _____ Date _____

Your typed signature is acceptable for submissions, and is acknowledgement that you have read and agree to comply with the rules and procedures. Questions? Email Info@ShopLocalArtistsWeek.com.

ST. TAMMANY HOLIDAY FESTIVAL OF ARTS RULES & PROCEDURES:

1. St. Tammany Holiday Festival of Arts is a Shop Local Artist Week event produced by **Northshore Cultural Economy Coalition**, a collaborative effort of artists, arts organizations and cultural economy stakeholders working together to promote the arts and grow the cultural economy. The festival is open to St. Tammany based artists and arts organizations. Booths for arts organizations and cultural economy organizations are provided by invitation only. Booths for visual artists are provided via a jurying process. Participation is limited to invited organizations and artists only; no additional vending opportunities are available.

BOOTH FEES:

\$50 for single artist/organization

\$75 for two artists/organizations sharing a tent (maximum two)

Please note that this Northshore CEC event is held concurrently with St. Tammany Art Association's Art Market in Art Alley; **however, these are two separate organizations and events requiring separate applications.** To apply for STAA's market, visit www.StTammanyArtAssociation.org.

2. All artwork must be original and completed by the artist(s) registering for the booth.

3. Due to space limitations and to ensure the integrity of the festival, all artists will be selected via a juried process. **Not all submitted applications will be accepted.** The application deadline is November 7. Artists will be notified of jury results no later than Nov. 20.

4. Jury process: artist selections will be made by the Northshore Cultural Economy Coalition jury committee. We are looking for a diverse selection of media and fine artists. Artists will be chosen based on the quality of work, the total number of entries per category and the information supplied within the application.

5. Upon confirmation of acceptance, the exhibition fee must be received no later than Nov. 27 or participant will forfeit space. Payment may be submitted online at www.NorthshoreCEC.org/artist, or via check or money order payable to **Northshore Cultural Economy Coalition**. Payments should be mailed to P O Box 3343, Slidell, LA 70459. There will be no refunds for cancellation by the artist or organization. **Please do not submit payment until you receive confirmation of acceptance.** Refunds for artists who submit payment prior to acceptance will incur an administrative fee of \$15.

6. This is an outdoor festival. The rain date for this event is Saturday, December 8, noon to 5 pm. Artists/participants are responsible for checking the website, www.ShopLocalArtistsWeek.com or [Facebook.com/ShopLocalArtistsWeek](https://www.facebook.com/ShopLocalArtistsWeek) for cancellation notices. Participants will NOT receive individual notifications. Cancellation decisions will be made no later than 8 am the day of the event.

7. All artists and organizations are renting space only. Participants are responsible for providing tents, tables, chairs and any required display systems. **Only white 10x10 tents are allowed.** No electricity will be available.

8. Artists are required to contain all displays and artwork to within the allocated 10x10 space. Please do not extend display racks, tables or other objects beyond your tent footprint.

9. Art vendors agree to sell artwork only—no food, promotional, or personal merchandise.

10. All booth spaces are assigned. If you request that your booth be located next to another artist, we will make every effort to accommodate the request, but cannot guarantee it. Space assignments will be posted on the website at www.NorthshoreCEC.org/Artists by Nov. 29.

11. All artists are responsible for collecting and remitting appropriate sales tax. The Special Event Tax Form is available for downloading via www.NorthshoreCEC.org/Artists.

12. Set up will take place on Sunday, December 2--Street closure time TBD based on City of Covington regulations. ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA NO LATER THAN STREET CLOSURE TIME. Street and lot parking is available throughout the downtown Covington area.

13. All participants must check-in at the festival information booth prior to set up. Setup must be completed no later than 11:30 a.m.

14. Participants may NOT begin dismantling their booths until the section area of the festival closes at 5 pm. Participants must remain with their booths until that time.

15. St. Tammany Holiday Festival of Arts is a family friendly event. The festival jury has the right to reject any art deemed inappropriate.

16. St. Tammany's Holiday Festival of Arts is presented with the support of the City of Covington, CEC members and volunteers. This event is supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts Council, and as administered by the St. Tammany Commission on Cultural Affairs, St. Tammany Parish Government. Funding has also been provided by the National Endowment for the Arts, Art Works.

17. This event is organized entirely by a team of volunteers working together to support artists and arts organizations. Participants are expected to be respectful of our volunteers' time and talents, and to treat the festival team, participants and festival visitors with courtesy and respect.

18. The festival organizers and producers, Northshore Cultural Economy Coalition, City of Covington and its employees, volunteer staff will not assume liability for loss, damage, or injury to anyone participating in the St. Tammany Holiday Festival of Arts, nor for the loss of any property. If insurance is desired, it must be secured by the participating artist/organization.

19. Northshore CEC is not responsible for lost or misdirected application submissions.

20. Please carefully read and complete the application – incomplete applications may be rejected. Completed applications may be emailed to Jury@ShopLocalArtistsWeek.com, with appropriate work samples if applicable. Applications also may be submitted by mail to Northshore CEC, P. O. Box 3343, Slidell, LA 70459.

21. In submitting this application, you are acknowledging that you have read the event rules and procedures and agree to abide by such.

Thank you for your interest in St. Tammany's Holiday Festival of Arts!

ABOUT THE EVENT:

Louisiana's Shop Local Artists Week initiative was founded by Northshore Cultural Economy Coalition in St. Tammany Parish, Louisiana. Presented by Senator Sharon Hewitt and Representative Greg Cromer, Senate Concurrent Resolution 20 recognizes the first full week of December as Shop Local Artists Week statewide. The Resolution passed without opposition in both the House and Senate on April 25, 2017.

Shop Local Artists Week events will take place during the first full week of December in communities throughout Louisiana. The purpose of these events is to support artists and arts organizations, to create awareness as to the many cultural offerings in our communities and to generate awareness as to the economic impact of the arts. It's a great time to celebrate the arts organizations and artists of all genres who provide cultural enrichment to our lives.