

Manchester Alive

Harvest Arts Fest

North Manchester, IN

October 3rd, 2020 Official Rules for Artist/Exhibitors

General Information & Show Rules:

The **Harvest Arts Fest** is sponsored by Manchester Alive a non-profit 501c(3) organization in scenic North Manchester, Indiana, and is an outdoor Art, Music & Fall themed festival. There are no refunds, rain checks or extended show dates due to inclement weather.

Date: October 3rd, 2020

Time: 10:00 a.m. to 6:00 p.m.

Application Deadline: September 25, 2020

Set-up/Tear Down: Artist must be present at their booth for the entire Festival. Set up begins at 8:30 a.m. and must be completed by 9:30 a.m. NO booth can be torn down before 6:00 p.m. Tear down must be completed by 7:00p.m.

Booth Spaces: Booth locations will be assigned in accordance with the best interest of the Festival, the Festival Committee, at its sole discretion will have the right to decide.

Artist/Exhibitor agrees to occupy booth space as assigned, and to be opened and staffed during all regular festival hours. Artists may share a booth with another artist, but both artists must submit images of their work with application and pay separate application fee. Exhibitor is allowed to have helpers assist in selling work. Should an exhibitor at any time occupy the premises in a manner contrary to the rules of the Festival, or in any manner which is hazardous or offensive to the public or other exhibitors upon request of the Festival Committee, Exhibitor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement. Upon revocation, the Exhibitor shall promptly vacate the premises. Upon failure to so vacate, a Manchester Alive Harvest Arts Fest representative is authorized to remove all property of exhibitor from the premises at the Exhibitor's expense. The Manchester Alive Harvest Arts Fest and Manchester Alive are relieved and discharged from any and all losses or damage occasioned from such removal. The Manchester Alive Harvest Arts Fest shall not be responsible for storage or safekeeping of property so removed.

Eligibility: All artwork and culinary items exhibited must be original art created and hand-produced by the artist. Reproductions of artwork are permitted if processed by the artist or under the artist's supervision. No dealers, chain stores, mass produced culinary brands or agents may participate, except by the approval of the Festival Committee.

The Artist/Exhibitor agrees to exercise the utmost care in the use of the facilities and properties at the Manchester Alive Harvest Arts Fest. The Artist/Exhibitor agrees to indemnify and hold harmless Manchester Alive, its officers, employees, and agents from any and all claims, actions, judgments, losses, costs, (including reasonable attorney fees), and damages whatsoever; including claims arising by reason of accident, injury, or death caused to persons or property of any kind, arising out of, in connection with or incidental to the Manchester Alive Harvest Arts Fest.

Artist/Exhibitor shall be liable for delivery, handling, assembly and removal of his/her own displays and materials. All displays, merchandise and equipment must be contained within the assigned booth space.

PLEASE NOTE: The Manchester Alive Harvest Arts Fest Committee adheres to a zero tolerance policy for buy/sell, mass produced items, items unlike those juried and artist representations. Work must be produced by the exhibitor. This will be strictly enforced by the Committee.

Artists displaying work not considered in the application by which they juried, may be asked to remove product (example: no jewelry in booth if not juried in jewelry), if not previously approved by the Manchester Alive Harvest Arts Fest Committee. If uncertain, please contact the Manchester Alive Harvest Arts Fest Chair for clarification.

Security/Insurance: If desired by the Exhibitor, insurance must be obtained by the Exhibitor at the Exhibitor's own expense. The Festival Committee assumes no risk and, by acceptance of this agreement, the Exhibitor expressly releases the Manchester Alive Harvest Arts Fest, Manchester Alive, the Town of North Manchester and all of its representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said booth space by the Exhibitor, and agrees to hold and save the Festival Committee and all of its representatives harmless of any loss or damage by reason thereof.

Refunds: The Festival Committee will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to acts of God, public enemy, strikes, statutes, ordinances or any legal authority, or any other causes beyond the Festival Committee's control.

All pertinent Fire Codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety must be strictly obeyed.

Exhibitor will be required to have any and all business licenses, permits and requisite insurance that are needed for his/her operation. Artists are responsible for legal sales and collection of proper sales tax.

Application Process: Applicants must submit a check or money order including the non-refundable \$10.00 application/ jury fee and the appropriate booth fee with their application/contract for exhibit space. Applicants wishing to pay by credit card may contact us at (260) 982-7644 or email office@manchesteralive.org. All credit card payments are subject to a \$2 processing fee.

Applications received without a check for application and booth fees will not be considered. Check will be deposited upon receipt. Non-accepted applicants will receive a 100% refund of booth fees with notice of rejection.

Along with application and check, please send 3 jpg images of your work & 1 of display. (Photos are acceptable, hi-res digital images are preferred.) Name files with artist name, media & image number (example: Joe Smith jewelry 1.jpg). Number 4 .jpg image should be of the booth.

Exhibitors agree to allow the Manchester Alive Harvest Arts Fest Committee to use their images and application materials for promotional purposes.

No waivers, modifications or amendments of these official rules shall be valid unless written upon or attached hereto and shall be approved in writing by the Manchester Alive Harvest Arts Fest Committee.

Manchester Alive



2020 Artist Application for Exhibit Space

All 2020 Manchester Alive Harvest Arts Fest applications are subject to Festival Committee approval and space. Space is limited to a first come, first serve basis.

Artist Information: (Please type or print clearly)

Name: _____

Business Name: _____

Address: City, State, Zip: _____

Home Phone: _____

Email: _____

Cell Phone: _____ Other Phone: _____

Website: _____

Facebook: _____

Price range of artwork: From: \$_____ to \$_____

Category – Traditional Art (Please check all that apply):

- Jewelry Photography Fiber/Fabric Painting Oil Paper
- Acrylic Glass Watercolor Woodworking Mixed Media
- Sculpture Sculpture Drawing/Pastels Clay/Ceramics Metalwork
- Other: _____

Category – Culinary Art (Please check all that apply):

- Gourmet Foods Culinary Specialty Items Demonstrations Tastings

Description of work, process & style: (**REQUIRED** to be considered complete. Please use details and add pages if needed):

Booth Space Reservation: SPACE IS LIMITED.

Outdoor Booth spaces are 10' x 12'. All tents and display equipment are the responsibility of the exhibitor. There are no electrical hookups. A 10x10 tent is required for each participant.

FEES:

Application – Non-refundable @ \$10.00 _____

OUTDOOR SPACE:

Single booth 10'x10' @ \$35.00 _____

Double booth 10'x20' @ \$55.00 _____

Corner booth 10'x10' @ \$45.00 _____

Do you have a booth & display system – please describe:

Application deadline September 25, 2020 No refunds after September 25, 2020.

Application Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Application Form & \$10.00 Application fee (signed) | <input type="checkbox"/> Artist Statement |
| <input type="checkbox"/> Booth fee | <input type="checkbox"/> 1 digital image of your set-up/booth or 1 photo |
| <input type="checkbox"/> 3 images of work | |

Please contact us via e-mail for assistance or help with answering your application questions. See contact information below.

Incomplete applications will not be accepted.

General Release: By signing below, I certify that I have read this document, as well as the Official Rules and agree to abide by the MMS *Eel River Arts Festival* regulations contained in the rules and as decided by the Manchester Alive Harvest Arts Fest Committee, and know that failure to do so may result in my being asked to withdraw from Festival participation.


The undersigned does hereby forever discharge, release and hold harmless the Manchester Alive Harvest Arts Fest, the Town of North Manchester or any member of the Manchester Alive organization from any and all manner of actions, suits, damages or claims whatsoever from any loss of damage to the property of the undersigned while in the possession or supervision of the Manchester Alive Harvest Arts Fest and Town of North Manchester, their agents, representatives or employees, and hereby consents to the enforcement of Manchester Alive Harvest Arts Fest official rules.

This application constitutes a reservation and, as such, is a commitment to show.

Applicant's Signature: _____ Date: _____

Printed Name: _____

Mail or Email Application Materials To:

	<p>Manchester Alive 109 N Market St North Manchester, IN 46962 Email: office@manchesteralive.org</p>	<p>Phone: 260-982-7644 Website: ManchesterAlive.org Facebook: Harvest Arts Fest</p>
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Make checks payable to: Manchester Alive (Check will be deposited upon receipt.)
Credit cards accepted by contacting us directly. All credit card payments subject to a \$2 processing fee.

Office Use only:

Check #: _____ Amount: _____ Date received: _____