



The Gallery at the Park

87 Lee Blvd · Richland WA 99352 · (509) 943-9815

62nd Annual
Allied Arts Association
Art in the Park

Bringing the Arts to the Community
and the Community to the Arts.

July 27-28, 2012

Hello everyone,

It is time once again to begin preparing for the 2012 Allied Arts Association's Art in the Park. I cannot stress enough how important it is this year to completely read the Prospectus and fill out the Application. This makes the process easier for our volunteers. Please let me know if you have any questions, concerns, or constructive criticism.

See you at the Show!!!!

Jennifer Hickman, Director

509-460-6701

artinthepark@alliedartsrichland.org

www.AlliedArtsRichland.org

New for 2012:

Online Application/Payment Process – Fill out and email application along with your photos and use PayPal to pay your fees. Camping fees NOT included. Camping Fees must be paid by check payable to the City of Richland.

Gate Passes – Parking permits will no longer be given to each Artist. Please use your Artist Nametag to enter the gate at Lee Blvd.

PayPal – Fees can now be paid online through PayPal. EXCEPT CAMPING FEE. Camping Fees must be submitted by Check Payable to the City of Richland.

Reminders for 2012:

Items to return to Allied Arts:

Application

If NOT paying by PayPal – Payment for Application Fee

If NOT paying by PayPal – Payment for Registration Fee

Check Payable to the City of Richland for Camping Fee (if applicable)

– place check(s) or money order in envelope with CD of 8 photos and a self-addressed stamped envelope if you want your CD back



The Gallery at the Park

87 Lee Blvd - Richland WA 99352 - (509) 943-9815

62nd Annual
Allied Arts Association
Art in the Park

Bringing the Arts to the Community
and the Community to the Arts.

July 27-28, 2012

SCHEDULE

April 2 Entry Deadline (Postmark)	May 4 Notification by email/mail No waiting list	May 31 Final Deadline For all requested info.	July 26 CHECK IN 9 am to 6 pm	July 27 Show Hours 9 am to 9 pm July 28 9 am to 7 pm
---	--	---	--	--

DEFINITIONS

Primary Artist – creating artist of merchandise (18 years old or older)

Associates – creates parts of merchandise in order for the entire art to be created

Assistant – someone who assists in selling but not creating merchandise

Junior Artist – 17 years old or younger

ELIGIBILITY

- Product must be original work designed, handmade and executed within the last two years by the applying artist.
- No re-sales of any kind allowed. No commercial reproductions, imitations, manufactured items or imports.
- Work done from commercial kits, sewing patterns, graphics or copies will not be accepted.

FEES

- **APPLICATION FEE: \$20 each individual Primary Artist and Associate.**
This non-refundable fee entitles each primary artist to submit photos in no more than 2 categories. No application fee for junior artists registered in a space with an adult artist. All other requirements apply.
- **REGISTRATION FEE: \$80 each individual Primary Artist**
\$40 each Associate involved in creating the Primary Artist's merchandise
\$10 each Junior Artist

The Registration fee is refunded only if Artist is not accepted by jury or cancels before acceptance notification deadline (May 4, 2012).

- **CAMPING FEE:** The City of Richland charges \$10 per night for camping. Overnight camping will be in the Boat Launch Parking lot on the North end of Howard Amon Park. Please fill in the appropriate spaces for overnight camping on the Application. There will be no last minute reservations for camping it must be filled in on the Application. This price is for Thursday, Friday and Saturday nights only. Additional nights are unavailable. Include check or Money Order made payable to the City of Richland and return with Application or send separately. Fee amount subject to change from year to year at the discretion of the City of Richland.

PAYMENT

- Send two (2) checks – one for application fee & one for registration fee.
- Make checks payable to **Art in the Park for Registration and Application Fee**.
- PayPal on our website (fees may apply) – www.AlliedArtsRichland.org
- **CAMPING FEE CHECK MADE PAYABLE TO THE CITY OF RICHLAND**
- Returned (NSF) checks are subject to a bank charge and an additional administrative fee of \$12.00.

CANCELLATIONS

- Artist must contact Director before July 26, 2012 to cancel.
- No-shows will be disqualified and will not be invited to return to *Art in the Park*.
- Allied Arts Association reserves the right to cancel Art in the Park 2012.

SALES & COMMISSION

- A sixteen percent (16%) commission will be collected by Allied Arts Association's Finance Staff on all sales before adding Washington States Sales Tax. Primary artists will keep accurate records of all sales and sales commissioned at the show for future delivery, provide these records for accounting purposes and otherwise comply with all *Art in the Park* Finance procedures. Primary and Junior artists (if reporting separately) must record all sales on tally sheets provided by Allied Arts Association.
- Indicate how sales will be reported on Application.
- Artists are responsible for collecting and paying their own Washington State Sales Tax to the Washington State Department of Revenue, identifying Richland as the origination of taxes collected at *Art in the Park*.
- Contact the Department of Revenue at 800-647-7706 or <http://dor.wa.gov/content/doingbusiness/> (click on Temporary or Seasonal Business) to renew or apply for a temporary tax number before application is sent in.

ALL ARTISTS MUST CHECK OUT AT FINANCE OFFICE AFTER THE SHOW

Finance office is in the Education Wing of the Gallery, see map.

JURY PROCESS

- Pictures of product will be given to qualified jury teams of Northwest artists/craftsmen.
- Jurors are anonymous and judge in the categories of their expertise.
- Primary Artists are juried against other artists in their category.
- Artistic quality, originality, variety, strength of designs, richness of imagination, technical skill, and craftsmanship are the basis for the impartial jury process.

SECURITY/LIABILITY

- Allied Arts Association does not carry insurance to cover artist's personal property or liability. Primary Artist is advised to obtain own insurance as independent contractor.
- City of Richland Police Department patrols Howard Amon Park Thursday and Friday evening and throughout the event.
- Report all security concerns to the Director and City of Richland Police Department station at the entrance to Howard Amon Park and/or to the Director of *Art in the Park*.
- Artists signing the application hereby release Allied Arts Association and the City of Richland from any liability from damage to, or loss of, said artist's property or any personal injury which he/she, associates or assistants may sustain while participating in *Art in the Park*.
- Artists also agree to be solely responsible for any liability they may incur while doing business at *Art in the Park* and assume full responsibility for any and all of said Artist's products.

DISPLAY

- Pre-assigned 15' x 15' spaces will be provided in the park area and may vary in location from year to year.
- Primary Artists must supply all display materials: materials should be designed to withstand wind and provided shade.
- Electricity is limited and is provided for creative educational demonstrations, and is assigned at the discretion of the Director. Electrical outdoor extension cords must be supplied by Artist. Active demonstrations without electricity are encouraged.
- Generators are discouraged. Use common courtesy to others when using generators, fumes spread even outdoors.
- Although smoking is not prohibited in the park it is discouraged. Please be courteous to others.
- Changing spaces after assignment will be dealt with on a case by case basis at the discretion of the Director. Space assignment is based on previous attendance and/or early entry. Shade is limited, be prepared for 100 degree temperatures.

PARKING/CAMPING

- Setup – Artists may drive slowly and cautiously on grass to unload materials and product.
- All vehicles must exit the park grounds after unloading. Please protect the grounds and trees.
- NO Artist parking in the City of Richland Community Center, Howard Amon Park parking lot.
- Camping area is located at the North Howard Amon Park Boat Launch; artists must pay for a City of Richland camping permit for this area, this fee must be paid at the time of applying. NO Camping Fee will be accepted after Entry Deadline.
- Artists Camping at the Boat Launch will receive a RV Parking/City of Richland Camping permit which must be displayed in windshield at all times.
- Parking is available at the Federal Building, Fran Rish Stadium and Carmichael Middle School. These areas are not designated solely for Artists, but for customers as well. Shuttles will transport from these locations, fees apply. (map supplied in acceptance notification)
- Failure to comply with parking rules may result in vehicle being towed at owner's expense.
- Vehicles parked on Lee Blvd – It makes it much easier and safer for buses and emergency vehicles if there are no vehicles on Lee Blvd during show hours. Any vehicle left on Lee Blvd will be subject to being towed. All vehicles must be removed from Lee Blvd during show hours; if the License Plate number is on file you will be notified and given the chance to move your vehicle. Allied Arts Association, HAPO Community Credit Union, the City of Richland, Richland Police Department and the Parks and Recreation Department of the City of Richland are not liable for any damage or costs incurred if your vehicle is towed.

RULES FOR PARTICIPATION

- Primary Artists accepted by the jury **must be present** with his/her work for the entire two days of the show. **No agents or substitute family or friends are allowed. The Primary Artist must cancel if unable to attend.**
- Primary Artists may sell only work juried in the category selected by the Primary Artist on the Application. Any accepted work that differs in quality or form from that viewed and accepted by the jurors may be disqualified by the Director.
- Any Associate contributing in any way to the creation of the art to be sold and who is physically present at the show must be named as an Associate on the Application. This includes spouses, partners, friends, and children over 18.
- Associates contributing to the creation of the product must submit an application fee and discounted registration fee, the associate will be juried with the Primary Artist. (see FEES).

- Assistants must be named but not formally registered. They cannot be an Artist/ partner in your business/art/craft, listed on your sales tax license or registered before in your space as an Artist. Any breach of this trust will jeopardize our legal requirements and Artist's acceptance.
- Spaces may be shared by Primary Artists as long as each Primary Artist has applied separately on his or her own application and indicated on each others applications of intent to share a space.
- Primary Artists sharing a space and selling different products must apply separately and be juried separately. Indicate on application.
- An Associate creating work with a Primary Artist will be juried together and assigned one space.
- No price mark-downs will be allowed. Primary Artist/Associate may bargain with a customer on an individual piece of work.
- Pets are not allowed on the show site for any reason. Registered dogs for blind or hearing impaired are the only exception; the Director must be informed of their presence.
- A pet in the camping area is discouraged.
- Artists who do not contact the Director before July 26, 2012 of cancellation will be disqualified and not invited to return.
- The official *Art in the Park Show* is limited to Howard Amon Park area, as defined by the show map. It should be understood that artists accepted in the show will not occupy space, either themselves or partners in other Tri-City locations on the same weekend.
- Thursday and Friday all Artists must exit Howard Amon Park by 10 pm. Saturday all Artists must exit with all product, materials and vehicles by midnight.
- Artists have access to Howard Amon Park before and after the show each day to load/unload or restock.
- No vehicles will be allowed to enter Howard Amon Park via main or side entrances during show hours.
- Artists selling large products that require a customer to bring vehicle through main entrance on Lee Blvd. will be given a Large Item Pick Up Pass good for one pass through gate. If possible, notify Director when these passes are given to customers.
- Primary artists and associates must abide by all rules and guidelines of the Prospectus and Finance Rules in order to participate and remain in good standing with *Art in the Park*.

The *Art in the Park* Director has the authority to resolve any disputes regarding these rules and the right to refuse artist participation.

ENTRY INSTRUCTIONS

Please read carefully as some instructions have changed.

- Take seven (7) digital pictures of your artwork and one (1) of your booth. Supply (8) photos for each category you are entering. (limit 2 categories).

**PHOTOS MAY BE SUBMITTED BY CD OR EMAIL ONLY.
NO SLIDES OR PRINTED PICTURES WILL BE ACCEPTED.**

- Download (burn) the pictures onto a CD in a JPEG format (maximum size 500KB each).
- CD's will not be returned unless requested. CD's will be archived for 3 years. Notify Director if previous year's photos are to be used.
- Include a CD sized stamped self-addressed envelope with postage if return of CD is requested.
- **Return the following for participation:**
 - ~Completed application form
 - ~If NOT using PayPal include-Check or money order payable to *Art in the Park 2012* for Application Fee
 - ~If NOT using PayPal include-Check or money order payable to *Art in the Park 2012* for Registration
 - ~Check or money order made out to *City of Richland* for Camping Fee.
 - ~CD with digital photos for each category entering and stamped self-addressed envelope if return of CD is requested

CATEGORIES

Artists may apply in **two** of the following categories, and Allied Arts Association reserves the right to determine if submitted applications qualify for acceptance and fit into any of the following categories.

Clay - Functional or non functional. Hand thrown. No ceramics finished from greenware or molds allowed.

Fiber - Original design and handmade weaving, basket & wheat weaving, clothing, hats, quilting, hand painted or tie dyed materials (no stenciling), woven wall hangings, etc.

Hard Sculpture - Sculpture or creation with any hard material, metal, glass, leather, wax, candles, miniatures (wood, clay, or dough), stained glass, etc.

Jewelry - Silver or gold, porcelain, paper, semi-precious, beads, plastic, clay, etc. No commercial casts.

Assorted Media - Porcelain dolls, flower arrangements (silk, paper, dried, or freeze dried), calligraphy, soap, stamps, or any other media that does not fit into another category. Do not combine categories into this.

Music - All music must be composed, copyrighted and completed by the applying artist, and all tapes, CD's, etc. must be recorded by the artist under his/her personal label and distributed and controlled by the artist. No commercial agent/distributed music is allowed. CD's should be enclosed with application and with photo of display.

Two-Dimensional - Oil, watercolor, acrylic, pencil, charcoal, pen & ink, crayon, pastel, collage, or any combination used on canvas, paper, etc. Prints of original works by the artist must be commissioned by said artist, and sold only by the creating artist, original works must be offered, prints only are not allowed.

Photography - Any photography or combination with photography. All photographs must be taken by the applying artist, and printed by said artist.

Soft Sculpture - Original design and completely handmade stuffed animals, soft dolls, scarves, windsocks, kites, lampshades, and other items created from soft material.

Decorative Wood - Tole, painted, decorated, rough wood, toys, country signs, etc.

Fine Wood - Furniture, marquetry, intarsia, kitchen items, etc. Wood or combination with wood that uses grain, oiled or stained.

Any type of Food Products are Prohibited.



The Gallery at the Park

89 Lee Blvd - Richland WA 99352 - (509) 943-9815

62nd Annual
Allied Arts Association
Art in the Park

Bringing the Arts to the Community
and the Community to the Arts.

July 27-28, 2012
89 Lee Blvd, Richland WA 99352
www.AlliedArtsRichland.org

Primary Artist _____ Phone _____
Last First MI

Mailing Address _____ City/State/Zip _____

Email _____ Website _____

Company Name _____ Washington Sales Tax # _____

Categories (Circle Maximum of 2 Categories) (**Explanation of categories in Prospectus**)

- 1. CLAY 2. FIBER 3. HARD SCULPTURE 4. JEWELRY 5. MIXED MEDIA
- 6. MUSIC 7. TWO-DIMENSIONAL 8. PHOTOGRAPHY
- 9. SOFT SCULPTURE 10. WOOD-DECORATIVE 11. WOOD-FINE

Description of all items: _____

Generally list items to be sold: _____

Two word description of your Art: (added to Program) _____

Price Range: _____ Average Sale: _____

Assistants Names: _____

Participant in 2011? Yes No If yes, did you like your location? Yes No Electricity? Yes No

VEHICLE LICENSE #/STATE _____

Over Night RV Parking Yes No RV License #/State _____
(see Parking/Camping)

Staying In Hotel? Yes No If yes, which one? _____

ASSOCIATE INFORMATION:

Name _____ Phone _____

Address _____ City/State/Zip _____
(If same as primary artist print SAME AS ABOVE)

Junior Artist yes no Age of Jr. _____ Junior Artist's Name _____
(Junior Artist will be listed in Program along with Primary Artist, unless otherwise requested)

FEES

Primary Artist fees

Application fee - \$20.00 (non-refundable)
Registration fee - \$80.00

Associates fees

Application fee - \$20.00 (non-refundable)
Registration fee - \$40.00

Assistants fees – No fee for person(s) assisting in selling merchandise.

Junior Artist fees - Application fee \$0.00
Registration fee \$10.00

Primary Artist Payment

_____ X \$20.00 = _____ Application Fee (non-refundable)

#of Primary Artists

_____ X \$80.00 = _____ Registration Fee

#of Primary Artists

Total _____ Participants Total Payment

Associates Payment

_____ X \$20.00 = _____ Application Fee (non-refundable)

#of Associates

_____ X \$40.00 = _____ Registration Fee

#of Associates

Total _____ Associates Total Payment

Junior Artist Payment

_____ X \$10.00 = _____ Registration Fee

#of Juniors

Total _____ Juniors Total Payment

Total Amount Enclosed _____(separate checks for App. Fee & Reg. Fee)

SHARING SPACE WITH ANOTHER PRIMARY ARTIST YES NO Name

Are you Reporting your sales to our Finance Department with another Primary Artist/Junior Artist?

YES NO If yes, name of Primary Artist/Junior Artist _____

CAMPING FEE

_____ X \$10.00 = Camping Fee (Check Payable to City of Richland - non-refundable – Circle

of Nights

nights you'll be camping Thursday, Friday & Saturday)

My signature below certifies that I am the creating artist of the work I intend to sell, I will personally attend the show, and I have read, understand and agree to abide by all the rules and guidelines set forth in the Prospectus and Instruction of *Art in the Park 2012*. I certify that this information is true.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Signature _____ Date _____

SIGN AT CHECK IN - JULY 26 OR 27, 2012