

## **13th Annual**

### **St Paul's Art on the Parish Green 2019 June 8 and 9**

This is a fine arts and crafts show located at 1015 E. Main Street in historic downtown New Albany on the grounds of Indiana's oldest Episcopal church.

All proceeds will benefit one of St Paul's community ministries. In past years we have supported our community feeding program.

**YOU ARE INVITED TO BE ONE OF APPROXIMATELY 80 EXHIBITORS AT THE ST. PAUL'S ART ON THE PARISH GREEN.** This application contains detailed information on participation. Please review it carefully before applying.

#### **MISSION STATEMENT**

The mission of St. Paul's Art on the Parish Green is to showcase arts and crafts, to connect artists with the buying community, and to promote our commitment to the arts and our local community.

**Reminder: In consideration of our guests, this event is tobacco free.**

#### **GENERAL INFORMATION**

St Paul's Art on the Parish Green is a two day showcase of visual arts and crafts. Additional activities during Art on the Parish Green include live performing acts and a children's art activities tent. Outdoor booth spaces are designed for a 10' x 10' show tents. Your booth may be on grass or pavement. Corner weights for the outdoor booths are highly recommended. A limited number of indoor spaces are available in the Carriage House; however, these spaces are irregular in shape and are smaller than 10 x 10. For the indoor spaces, all displays must be contained within the marked lines. Note: These indoor spots are usually occupied by returning artists and there is always a waiting list. Per a fire marshal visit, for safety reasons, all outdoor booths must contain a fire extinguisher. It should be a 'general use' fire extinguisher (minimum size is 5 lb).

#### **PUBLICITY**

Bookmarks will be produced and made available to participating artists to send/share with your customers. Numerous avenues of publicity such as web, Facebook, newspapers, etc. will advertise the art show.

#### **BOOTH REQUIREMENTS**

Show tents are recommended for the booths, but not required. White tents are preferred. The appearance of your booth is essential to promote your work and enhance the overall appearance of the show. Remember the sides and back of another booth will be visible in your booth. **All**

**tables must be skirted to the floor or ground.** Nothing may be attached to any walls or windows of the permanent structures on our property. Outdoor electricity will be available for all booths. Please bring your own heavy duty extension cords. A fan is suggested. Two artists may share a booth, but must submit photos for review and approval separately and both must be accepted. If you are selling several different mediums, each medium must be reviewed.

### **INSURANCE AND SALES TAX**

Each artist is responsible for obtaining his or her own insurance. Neither St Paul's Episcopal Church nor any representative of the parish will be responsible for any losses or damage to any work exhibited or property brought to the Art Show. Each artist will be responsible for paying sales tax to the state of Indiana.

### **REFRESHMENTS**

Exhibitors will be offered complimentary coffee, pastries and a non-sweet option one hour prior to opening on Saturday.

### **SECURITY**

Security will be provided throughout the night from set up to tear down.

**PLEASE REFER QUESTIONS TO: Marie Krebs O'Neil (502) 905-1714 or send email to: [art@artontheparishgreen.org](mailto:art@artontheparishgreen.org)**

### **HOW TO APPLY**

Artists must submit separate applications even if they plan on sharing a booth. Those artists who want to exhibit in multiple categories must apply separately in each category and those artists whose work is accepted in multiple categories must exhibit in only one booth space unless paying for multiple booth spaces. Only those mediums that have been accepted may be shown.

### **DIGITAL PHOTOS**

A total of 3 photos (4" x 6" prints or 300dpi digital images on a cd) are required representative of the work to be shown at the show. Only digital images of your art will be considered for use in advertising on postcards, brochures, TV ads and the art show website. **We will select from the digital images of artists' works submitted and accepted into the show.** To be used in our advertising the photos must be of high quality. By submitting your images, you are giving the art committee permission to use images of your work on art show advertising.

### **Booth FEES**

**\$100 or \$90 if paid before March 1, 2019.**

### **ACCEPTANCE**

After our committee reviews your submissions, you will be notified if you are accepted and your booth fee will be deposited. Sometime there is a wait list in some medium categories. In the case of a wait list, your check will be held until April 15<sup>th</sup>. Cancellations must be in writing and postmarked by April 1<sup>st</sup>. A \$25 cancellation fee will be charged. After April 1<sup>st</sup> there will be no refunds.

### **APPLICATION, REVIEW, AND NOTIFICATION DEADLINES**

Application Deadline: April 1<sup>st</sup> 2019 or later if space is still available.  
Selection by Review committee: by April 15th . Notification by email.

### **SECURITY**

Security will be on site all night on Friday and Saturday.

### **SHOW DATES AND SETUP**

**Friday, June 7:** Check in 1 pm – 8 pm. Check in at the information booth on 11<sup>th</sup> street and pick up your art show information packet.

**Saturday June 8:** Check in 7am until 9am, **booths are open 10am - 6pm.**

**Sunday June 9: Booths are open 11:30 a.m - 5pm.** All are welcome to join us at 10:00 Sunday morning for our outdoor mass.

Please refer questions to:

Marie Krebs O'Neil 502/905-1714

Email: [art@artontheparishgreen.org](mailto:art@artontheparishgreen.org)

**St Paul's Art on the Parish Green Application**  
**June 8 and 9, 2019**

Artist Name: \_\_\_\_\_

Business name if you want it listed on the program: \_\_\_\_\_

\_\_\_\_\_

Website or email if you want it listed in the program: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone day: \_\_\_\_\_ Phone evening \_\_\_\_\_

Cell: \_\_\_\_\_ Best number for you: \_\_\_\_\_

Email: \_\_\_\_\_

This email address is the primary contact we will use for notification of acceptance, upcoming deadlines, marketing info, questions, etc.

What medium(s) will you be exhibiting at the Art Show? Attach extra page if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK LIST

\_\_\_\_ Completed application – **Return pages 4, 5 and 6.**

\_\_\_\_ Three images (digital images on a CD or flash drive preferred)

\_\_\_\_ Check for \$100 booth fee (\$90 if paid before March 1), made payable to St Paul’s Art Show 2019

Postmark Deadline: April 1, 2019

Jury Notification: April 15, 2019 or before

Cancellation, in writing: April 1, 2019 with \$25 cancellation fee. No refund if cancelled after April 1.

St. Paul’s Release from Liability:

The undersigned, as an applicant to exhibit and sell arts/crafts at events sponsored by St Paul’s Episcopal Church, agrees to the following conditions of exhibiting: St. Paul’s is released from all product and personal liability that may occur during the preparations and execution of the event. St Paul’s is not responsible for loss of exhibitor’s product due to any cause. St. Paul’s is not liable for any bodily injury, property damage or other injury incurred by the exhibitor, and those helping the exhibitor during the preparation and execution of the event.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mail application and booth fee to:

St Paul’s Episcopal Church

Art on Parish Green

1015 E. Main St.

New Albany, IN 47150

IN ORDER FOR THE ART SHOW COMMITTEE TO BE AWARE OF YOUR NEEDS, PLEASE COMPLETE THE FOLLOWING QUESTIONS. IT IS IMPORTANT THAT WE HAVE THIS INFORMATION.

Please tell us:

\_\_\_\_\_ Do you prefer a corner?                      \_\_\_\_\_ Are you flexible?

\_\_\_\_\_ Do you have special needs? What are they? \_\_\_\_\_

\_\_\_\_\_ Would you like to be contacted about participating in an early morning TV spot prior to the show? No guarantees, but we try to arrange a couple of live TV spots.

Other recent shows you have participated in:

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List any local publications such as magazines, newspapers or websites that might be interested in listing our Art show.

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We will have bookmarks advertising our show. You can share them with potential customers and hand them out if you do shows prior to Art on the Parish Green.

How many would you like?

\_\_\_\_\_ 20 bookmarks

\_\_\_\_\_ 50 bookmarks

\_\_\_\_\_ Other bookmarks