

EAGAN ART FESTIVAL 2008 INFORMATION AND REGULATIONS

Location: Eagan Community Center Festival Grounds
1501 Central Parkway
Eagan, MN 55123

Dates: June 21 and 22
Saturday 9:00am-5:00pm
Sunday 10:00am-5:00pm

Entry Fees: \$115.00 Registration Fee (12' x 12' outside space)
2007 \$20.00 Administrative Fee
\$30.00 Premium Space (optional request)

ELIGIBILITY:

The show will be open to all art and craft media, which is of original design by the applicant. No commercial items will be allowed. We reserve the right to ask exhibitors to remove items that do not adhere to this policy or do not meet Eagan Art Festival standards.

ENTRY PROCEDURE:

- Entry deadline: Postmarked by March 25, 2008
- All applicants must submit a completed and signed application and Release and Waiver form accompanied by a check for the registration fee and a separate \$20.00 check for the non-refundable administration fee. Make checks payable to: Dakota Center for the Arts
- All applicants must include four (4) photos (no slides) representing your work. One photo should be of your display booth completely set-up. (Each photo must be labeled with the exhibitor's name and medium and must be representative of the work that will be displayed).
- All photos will be retained by the Eagan Art Festival.
- All applicants must include a self addressed stamped envelope (legal size #10, first class postage) for jury notification.
- Registration fee will be returned if your application is not accepted.

SPACE AND DISPLAY INFORMATION:

Display spaces are approximately 12' x 12' to accommodate a standard 10x10 tent. Additional spaces may be purchased. Exhibitors 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 the artwork is collaborative and artists are individually juried. Your booth must be staffed at all times and your sales must only be conducted from your allotted space. Exhibitors may not change their space location without the approval of the Festival committee. We will try to accommodate, but cannot guarantee any special request. Premium spaces are defined as spaces that may receive foot traffic from two intersecting locations. You will receive further instructions and details with your letter of acceptance.

SALES TAX:

It is the responsibility of the exhibitors to charge and collect 6.5% state sales tax. This money must be submitted to the State Sales and Excise Tax Division. For further information call (651) 282-5225 or www.taxes.state.mn.us A copy of your sales tax permit must be displayed in your booth at all times.

INSURANCE:

The Eagan Art Festival carries liability insurance that protects guests of the Festival; however, our insurance does not protect you, the vendor, in the event a guest at the Festival files suit against you.

OTHER NOTES:

- Exhibitors unable to attend may not transfer or sell their space to anyone else. Failure to notify the Festival committee of your cancellation will affect your eligibility for future participation.
- Fees are non-refundable in the event of inclement weather.
- There will be \$30.00 charge for checks returned NSF.

QUESTIONS:

For more information please contact the Art Festival Manager: Phone 651-269-ARTS or artfest@weston.borman.com.

Applications can be mailed to:
Eagan Art Festival
C/O Dakota Center for the Arts
PO Box 211609
Eagan, MN 55121-1609