

Application & Information Packet

This packet includes:

Table of Contents


Application

Image Requirements & Release Form

Terms, Conditions & Policies

Credit Card Authorization Form

Site Map

NOTE: This packet is in PDF  format and you MUST have Adobe® Reader installed on your computer in order to view this packet once downloaded. If you do not have Adobe® Reader, you must first go to the Adobe website and download the FREE application. [Click Here](#) to go to the Adobe website now.

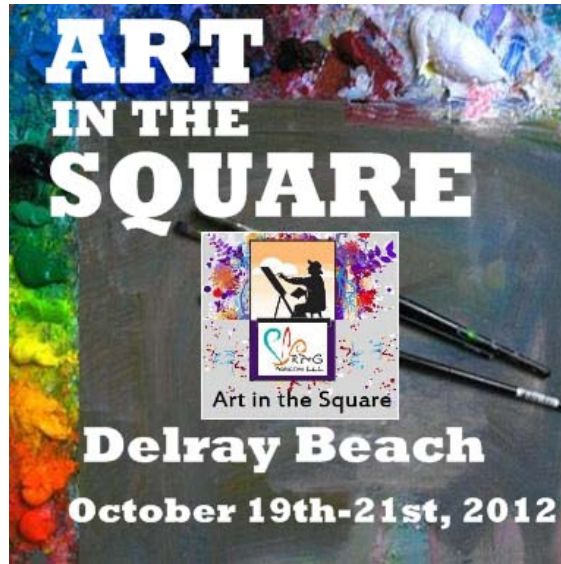


Table of Contents

| | |
|-----------------------------------|----------|
| Application | Pg-1 |
| Image Requirements & Release Form | Pg-2 |
| Terms, Conditions & Policies | Pg- 3, 4 |
| Credit Card Authorization Form | Pg-5 |
| Site Map | |

NOTE: You MUST complete, sign and return pages 1 –through- 5 of this packet along with your payment. You can return by scanning the pages and returning by;

E-mail to: info@rpgproductionsllc.com

-OR-

Fax: (561) 447-7937

-OR-

US Mail: RP&G Productions
5294 Buckhead Circle
Boca Raton, FL 33486



Art In The Square Delray Beach October 19th - 21st, 2012 Artist Application



5294 Buckhead Circle
Boca Raton, FL 33486

Ph. (954) 263-4674
Fax. (561) 447-7937

Email: info@rpgproductionsllc.com

NOTE: ALL (5) pages of this application packet MUST be returned along with the required Jury Fee and deposit. Please print or type all information clearly.

Artist Information:

Name:

Co-Applicant Name:

Business Name:

Address:

City:

State / Province: Zip:

Main Contact Phone:

Email Address:

Would you be willing to donate a piece of artwork to the Make-A-Wish® Foundation of Southern Florida? Yes No

Category:

Please check up to (2) categories below. However, a separate jury fee for each category in which you wish to apply is required.

- | | |
|---|--|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Mixed Media 2-D |
| <input type="checkbox"/> Drawing/Pastels | <input type="checkbox"/> Mixed Media 3-D |
| <input type="checkbox"/> Fiber | <input type="checkbox"/> Oil Acrylic Painting |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Photography / Digital |
| <input type="checkbox"/> Graphics / Printmaking | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Watercolor |
| <input type="checkbox"/> Metalwork | <input type="checkbox"/> Wood |

I am applying in more than one category.
(One Jury Fee Required per Category)

Yes No

Second Category is: _____

Please indicate the number of Promotional postcards needed: _____

Artists Statement (25 Word Maximum to be read to the Jury **May NOT** contain name of Artist or their gallery/business)

Signature: **X** _____

Date: _____

With my signature above, I hereby acknowledge that I have read and accept all of the terms, conditions and policies as outlined on page (3,4) of the foregoing application packet and as they apply to exhibiting artists at this event.



IMAGE REQUIREMENTS & ARTISTS RELEASE



Images: ALL applications MUST contain (4) digital images representing the Artist's work to be exhibited and (1) digital image of their booth set-up. Neither the Artist nor their gallery/business name may be visible in any of the images. Under no circumstances, will a Photoshop or other digital drawing representation of an Artist's booth be accepted. The image submitted MUST be an actual photograph.

If you do not have an image of your actual booth set-up, please photograph a "mock booth" against plain walls, showing a grouping of your work and interaction (in order to reflect scale). Digital images should be 1400 pixels at the longest dimension at 300 DPI jpeg format is preferred. **Prefer images to be on a CD**, but if not available we can accept regular 4" x 6" photos.

Description of images supplied:

#1 – Title

Technique/
Materials

Dimensions Retail Price \$_____

#3 – Title

Technique/
Materials

Dimensions Retail Price \$_____

#2 – Title

Technique /
Materials

Dimensions Retail Price \$_____

Booth Image

Artist Release & Hold Harmless Agreement:

1. I will assume all responsibility for my products and for safeguarding my display. (A) Should the event be forced to close during the designated operating hours due to inclement weather or for any other reason (including security concerns) at the sole discretion of the event organizers, I hereby agree to strictly adhere to the direction provided by said parties. (B) I agree to allow RP&G Productions, LLC use of images & other promotional materials (including photographs and videotapes) taken during the event for the purposes of promoting the event in this and future years. (C) I agree that the slides submitted are representative of my work. (D) I agree to accept all decisions of the jury as final. (E) I acknowledge that event organizer reserves the right, at its sole discretion, to advise me of any work that does not meet the standards set forth, and I agree that such work will be immediately removed upon request by officials associated with the event. I further agree that failure on my part to remove such work upon request, to cooperate with event staff or to comply with the event rules may result in my removal from the event and/or my being prohibited from future participation.

2. By acceptance of the foregoing terms, and in consideration for the acceptance of my participation, (i) I hereby indemnify and hold harmless, release and forever discharge RP&G Productions, LLC, Old School Square Cultural Arts Center, the City of Delray Beach, their officers, directors, agents and employees; and all sponsors, producers, their agents, representatives, successors and assigns; of all liabilities, suits, claims, actions, damages, costs or expenses which I may have against any of them arising out of or in any way connected with my participation in Art in the Square Delray Beach including loss or damage to my property, travel to or from this event, and including any injuries which may be suffered by me in connection with the event. (ii) This waiver includes any claims based on negligence, action or inaction of any of the above parties. (iii) I understand that RP&G Productions, LLC reserves the right to cancel this event due to rain, a natural disaster, or any other unforeseen problem, which RP&G Productions, LLC deems appropriate to warrant cancellation. (iv) I understand that RP&G Productions, LLC reserves the right to revise these regulations and/or terminate this agreement at its sole discretion. (v) I hereby acknowledge that I have read the terms, conditions and policies outlined on page (3,4) as they refer to this application and agree to abide with all policies that have been set forth herein.

x _____
Print Name

x _____
Signature



TERMS, CONDITIONS & POLICIES



Terms / Conditions:

1. No commission on artist sales will be retained by RPG Productions LLC.
2. All artwork must be the original work of the displaying artist. No proxy exhibitors, commercial dealers or agents are permitted.
3. All artwork displayed must be for sale.
4. No imports or buy & sell items are allowed.
5. Artwork not permitted if created from molds, kits or other commercial methods.
6. (3) photos of your work and (1) photo of your booth display – either in (JPG Digital format) or 4" x 6" and all color - are required with your completed application and \$17.00 Jury Fee per category maximum of (2). (*fee charged separate from \$100.00 deposit*)
7. The work of only one exhibitor may be displayed in each assigned space with the exception of artist teams or collaborators.
8. Work submitted for jurying must be available at the award ceremony. (*IF item is selected as award recipient*)
9. Ceramic works must be handmade by the artist; no machine made work will be permitted.
10. If multiple pieces of the same design are displayed, each must be signed.
11. Exhibitor agrees to occupy exhibit space as assigned, and to be open and staffed during all regular event hours. The Exhibitor also agrees not to sublet or apportion to anyone else said space or to employ sales agents in lieu of himself or herself at the event.
12. Exhibited work must be consistent with the images submitted by the artist and must follow event guidelines.
13. Event Management reserves the right to remove any display materials which are unsightly or in poor condition.

Event Policies:

1. At time of application a \$100.00 deposit (*refunded if not accepted by jury*) is required. Upon acceptance, the remaining balance (\$175.00) is required prior to booth space being assigned. In any case, the remaining balance is due in our office no later than 07/01/2012 or a \$20.00 Rush Processing Fee will be charged. If applying less than 30 days to the event date, the \$20.00 Rush Processing Fee will apply.
2. Each exhibitor is responsible for recording, collecting and paying the State of Florida sales tax. If you need any other tax information, you may contact **(800) 365-3671** or **(850) 922-4824**. You may also download Florida Tax Forms by visiting www.myflorida.com/dor.
3. Displaying ribbons and awards from other shows is not allowed.
4. No laser prints or color photocopies will be permitted.
5. No animals are allowed in or around the artists' booths, except documented service animals.
6. Fine Art Reproductions of original paintings, pastels, drawings, collage or mixed media may be exhibited if they are limited editions, signed and numbered on the front of each piece.
7. No posters, t-shirts, calendars, cards/postcards or other personal merchandise that is a mass reproduction of an original piece of artwork will be permitted in exhibitor booths.
8. Framed or unframed reproductions may be displayed in browse bins. Reproduction pieces must be clearly marked as "Reproduction" or "Limited Edition Reproduction" on the front of each piece. Reproductions may not be in the same browse bin as originals. The browse bin must also be labeled "Reproductions".
9. Paintings, graphics, and photographs must be appropriately framed or matted, and must be displayed in a suitable portfolio or stand.
10. Artists must remain with their exhibit throughout the entire event. (*volunteers will be provided to allow for breaks*)
11. Artists must follow set-up and break-down times as provided by Event Staff.
12. Vehicle drive-up access will be provided to each exhibitor at "*specific*" set times, if the exhibitor fails to show up at the designated time, then said exhibitor will have to hand-carry or dolly their materials in. **NO EXCEPTIONS!!!**
13. **Tent requirements;** you may provide your own tent, rent one from the recommended provider or any other provider of your choosing. However, said tent **MUST** meet the following requirements; it must be white and in good condition. We recommend that you do not use inexpensive, pop-up tents, as they have the potential of failure in inclement weather situations. Artists must provide tie downs, weights e.g. (*sandbags, water etc.*) necessary to stabilize your tent, displays and artwork in windy or rainy weather. Staking is allowed as long as area is returned to original conditions upon move-out if not, artist agrees to be liable for repairs.

(.....Continued)



Event Policies(continued):

14. Artists provide their own display booth, rack and/or table suitable for displaying artwork.
15. Generators are NOT permitted.
16. Overnight security is provided by event management, however anything left in booth overnight is at artists' own risk.
17. Event Management and their agents affiliated with the event will not be responsible for artwork and display left in booths overnight.
18. This event is held outdoors and goes on rain or shine. CREDITS WILL BE ISSUED if show is affected by forces of nature beyond our control which cause the cancellation of the show. Please note however, we will not cancel a show unless informed by state, city or local officials that it will be in the best interest and safety of all.
19. WE DO NOT ISSUE REFUNDS FOR CANCELLATIONS, however, a credit will be issued if notification is made to us at least 45 DAYS prior to the scheduled event. Cancellations must be made in writing (mail, fax or email) and received at our offices as per the dates outlined. Credits do not expire and may be used toward future booth fee payment at any other event we produce.
20. If you make a cancellation less than 45 days from a scheduled event, then be advised that you remain liable for any outstanding balance and late fees that may apply. Please understand that there are **NO EXCEPTIONS** to this rule.
21. Artists must have booth dismantled and off of the property by 12:00am Monday.(*unless prior arrangements have been approved*) Violators are subject to additional costs.
22. The event will be monitored each day of the event by the Standards Committee to ensure that all policies listed above are being adhered to.
23. By signing below, you acknowledge, affirm and agree that you have read the terms and conditions set forth herein and further agree to abide all of the aforementioned. If you violate the above terms, you may be subject to immediate dismissal from the event and forfeiture of any and all fees and awards that have been issued to you.
24. Event Liability Insurance is **"highly recommended"** but not a requirement, however, if you desired to protect yourself from liability by purchasing insurance, it must be obtained by you at your own expense and must also name RP&G Productions as an additionally insured and you must provide us with a copy of said insurance certificate.

X

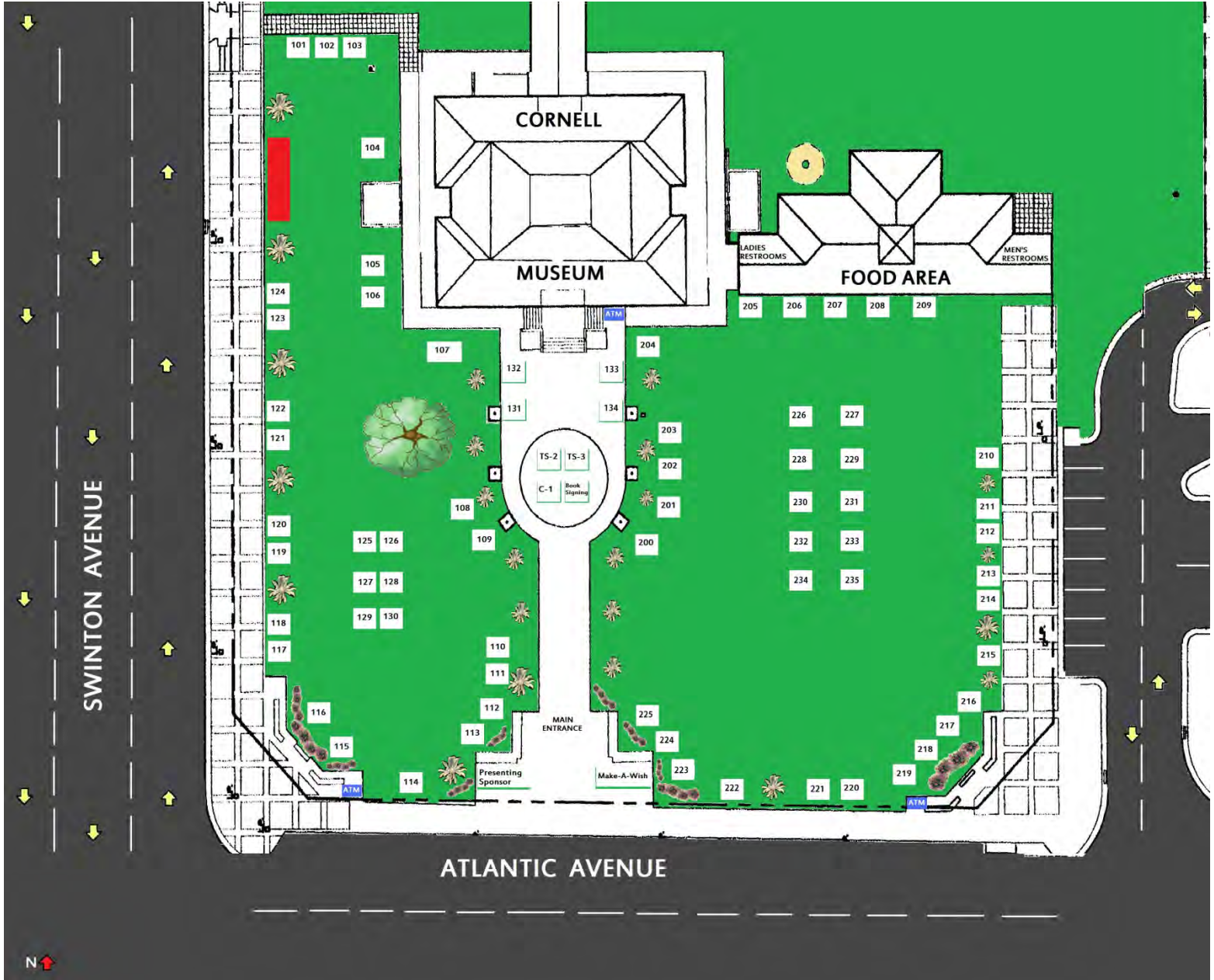
Print Name

X

Signature



ART IN THE SQUARE - SITE PLAN



NOTE: The Site Plan shown above is for information purposes only and is NOT to Scale.