

## RULES AND PROCEDURES

### FESTIVAL DATE/TIME/LOCATION

Saturday, May 7, 10 a.m. – 7 p.m.

Sunday, May 8, 10 a.m. – 5 p.m.

Cottonwood Park

1321 W. Belt Line Road, Richardson, TX 75080

### ARTIST SELECTION

All submitted applications through Zapplication are reviewed and juried before acceptance is offered. Previous Festival participation does not guarantee acceptance and each Applicant understands that the City may reject an Applicant for any or no reason. Artists may jury in more than one category, but not with the same body of work. Only one application may be submitted per body of work with a jury fee for each category. Artist must use the same name for both applications. It is the work of the artist that is juried; therefore, any change will require approval from the Festival Director before the show. Absolutely no consideration will be made if the work is of a different category. The jury committee or Festival management reserves the right to refuse exhibition of work that is not consistent with the submitted images. The City reserves the right to grant exclusive rights to any product/item deemed appropriate for the Festival.

Artists whose work is selected in multiple categories will exhibit in one booth space. Submitted application and signature on the Artist Agreement (for those invited) confirms acceptance that noncompliance can result in expulsion from the current Festival and ineligibility to exhibit for a period of at least two years. All jewelry must be juried in the jewelry category. Only those artists accepted in the jewelry category may display, sell or give away jewelry.

### ARTIST ELIGIBILITY

Artists may only exhibit work in the medium(s) in which they are accepted (juried). All work exhibited must be original art produced by the exhibiting artist(s). Work done by a production studio, in classes or workshops, “Buy-Sell” and/or imports, work from kits, commercial designs, and derivative work is prohibited. No machine tooling, machine-screened patterns or other forms of mass production are permitted on all work crafted from fibers, including basketry, embroidery, weaving, leatherwork, tapestry and papermaking. No factory-produced wearable items, regardless of additional modification or enhancement by the artist, may be exhibited. Festival management reserves the right to refuse exhibition of work that is not consistent with the application submitted images and Festival rules. If an artist is removed from the show for noncompliance of the rules, no booth fee refund or compensation will be made.

Only limited edition, signed, and numbered reproductions of artworks are allowed. Artist must define “limited edition” through their Artist Statement and must disclose their process to the buyer. Original art must occupy more than 75% of the applicant’s booth space. Enhanced reproductions are not permitted. Postcards, t-shirts, books, note cards, posters, or any other offset reproductions are not permitted. Cottonwood Art Festival will have the right to identify Artist as a participating Artist and use Artist’s name and trademarks to so identify Artist in advertising and promoting Cottonwood Art Festival.

### ARTIST PAYMENT

Artist participation will not be confirmed until full payment and all required documents are received. An additional late payment fee may be applicable. Artist payment to the City is not tax-deductible under the federal income tax laws or otherwise. All payments will be made on ZAPP and are due no later than February 4, 2022.

### BOOTH ASSIGNMENTS

Booth assignments are made after receipt of payment AND paperwork. Booth spaces and location are assigned by Festival Management, including corner booths. Double booths are very limited and will be available on a first-come, first-served basis starting the day the acceptance emails are sent. Artist requesting a double booth must indicate request at the time of booth payment. No booth assignments changes will be honored on-site.

### BOOTH SPACE

Booth spaces are approximately 13’ x 13’ depending on location. All artists must be present on-site during the entire festival. No spouses or other representatives will be permitted in place of the artist. Booth sharing is not allowed except under extraordinary circumstances and ONLY if prior approval is provided in writing from Festival Management. No consideration is given if the request is made at the time of set-up or during the show. Booth and display must remain intact during all hours of the show. All hanging work must be suitably framed or professionally finished. Prints must be appropriately matted and must be displayed in a suitable portfolio or stand.

### TENT

Artists are not permitted to use cheaply-made, light-weight, accordion-style pop-up tents. Tents must be clean, WHITE, commercial or professional grade, fire retardant, with at least 40 pounds of weight securely fastened (not dangling) on each corner and with stabilizing maneuvers that provide maximum safety. “In-ground” stakes, such as straight or hammer-driven, will

