



JURIED SHOW & VENDOR SUBMISSION GUIDELINES

REGISTRATION DEADLINE

Registration, completed online or mailed in, must be received for processing before midnight, **4/24/2020**. Early registration is strongly encouraged. For registration forms, please visit: www.auburnmaine.gov.

Please email photos of your art to: hwarden@auburnmaine.gov.

ONLINE REGISTRATION

Registration and payment for both vendors and juried show participants can be found at www.auburnmaine.gov. The forms must be filled out entirely, the liability clause signed and complete registration sent via email to hwarden@auburnmaine.gov.

Registrations that are not completely filled out and signed will be not be processed. To avoid delay of your registration, please check to make sure you have filled everything out completely.

We encourage you to print this document. Keep it handy, as all the information you will need is on these pages. If you have questions, feel free to email Art in the Park Committee Chair Haley Warden at the Auburn Recreation Department: hwarden@auburnmaine.gov.

REGISTRATION BY MAIL

We encourage you to email your registration, but if that is not possible, you may print out the registration form, fill it in completely, then sign the liability clause and include your check and mail to: City of Auburn, Attn: Art in the Park, 60 Court Street, Auburn, ME 04210.

Registration forms that are incomplete and/or missing the fee will not be processed when received, which will delay your registration. Please check everything carefully before mailing.

JURIED SHOW CHECK-IN

Juried show exhibitors must check in between 7:30AM and 8:30AM on the day of the show, at the entrance door of the Community Little Theater building on Academy Street (just above the park vendor area). Juried show exhibitors must check in prior to vendor set up.

VENDOR CHECK-IN

All vendors must check in between 7:30AM and 8:30AM on the morning of May 16th, 2020 at the check-in table located at the top of Edward Little park located next to the CLT Building entrance.

VENDOR SPACE, LOCATION, HOURS & TRASH REMOVAL

A 10' x 10' section of the park will be assigned to each vendor. Vendors spaces are open from 9:00AM to 4:00PM. Vendors are expected to be open during those hours. Vendors are responsible for their own trash removal and for providing their own equipment such as tables, chairs, display stand, etc. Electricity is not available. The exhibition area is grassy and is not level ground. Please bring whatever you will need to make your set-up safe for you and the shopping public.

JURIED SHOW REGISTRATION FEES

AUBURN RESIDENTS

\$35.00 Entitles one artist to enter 2 art pieces in juried show. Proof of residency required. Does NOT include a vendor booth.

NON-AUBURN RESIDENTS

\$45.00 Entitles one artist to enter 2 art pieces in juried show. Does NOT include a vendor booth.

VENDOR REGISTRATION FEES

\$20.00 for a 10x10 vendor space.

CANCELLATIONS/REFUNDS Refund of fees will be honored only if Art in the Park 2020 is cancelled by the City of Auburn.

JURIED ART

To be eligible for awards and prizes, you are required to provide photo files of your selected juried art pieces in .jpg format before the **4/24/2020**. See registration form for details.

- * All art must be original and never copied from another work of art.
- * Maximum size accepted: 24 x 36.
- * All art must be dry. Wet or tacky work will not be accepted.
- * All art submitted to the juried art show must be ready to hang with dependable wire. No saw-tooth hangers will be accepted. If three-dimensional art is submitted, a stand or table must be provided by the exhibitor at the time of sign in, on the morning of the show.
- * All art entered in the juried show must be "For Sale."
- * All art must have full identification on the back of the art piece with artist name, address and phone number, medium and price.

JURIED SHOW AWARDS & PRIZES

- * **Juried Awards** – 1st, 2nd, 3rd, and Honorable Mention ribbons and monetary awards will be given
- * **Public's Choice Awards** – 1st, 2nd, 3rd, and Honorable Mention and monetary awards will be given

Awards Ceremony: The Awards Ceremony will take place between 2:00PM and 3:00PM on the afternoon of the show.

OTHER DETAILS

Food: There will be food vendors along Main Street, near the park. Hannaford is within walking distance. There are two convenience stores nearby.

Restrooms: There will be Porta Potty units available in the park area during the day of the event.

Payments: The art show committee will be unable to accept checks or credit card payments from paying customers on your behalf. Please come prepared to take payments and make change.

BEST PRACTICES

We suggest that you do not leave your vendor area unattended. Consider having a person available to help you for the day or ask that the artist next to you to watch your space if you must leave.

We want everyone to have an enjoyable experience, so please bring what you need to be comfortable: chairs, plastic to cover your vendor area should there be showers, umbrellas to give you shade from the sun, sunscreen, water, etc.

**The City of Auburn is looking forward to having you as a participating artist or vendor and we are honored to provide this opportunity to show your talents.
Send in your application early and good luck!**