



PORT ST. LUCIE BOTANICAL GARDENS

January 4th & 5th, 2020

9:00 am - 4:00 pm



2020 ART SHOW IN THE GARDENS

Artist Application Request Form
Saturday and Sunday, January 4, and 5, 2020
Rain or Shine • Show hours: 9 am to 4 pm

The **January 2020 Art Show in the Gardens** will feature local, regional and renowned artists of all mediums. The event will be held at the Port St. Lucie Botanical Gardens, located immediately south of the intersection of Westmoreland Blvd. and Port St. Lucie Blvd. (2410 SE Westmoreland Blvd). Show times to the public will be 9 am to 4 pm, both days. Setup will commence Friday (January 3, 2020) from 10 am to 6 pm and must be complete prior to 8:30 am on Saturday morning (January 4, 2020).

In order to be considered for our show, you will need the following:

- **PHOTOS OF WORK:** minimum of 3 photos (Maximum of 6) of your work. Please make sure these are high quality images, as you will be judged on what can be seen. Email to art@pslbg.org.
- **DISPLAY PHOTO:** 1 photo of your display. We must see your entire display.
- **JURY FEES** (non-refundable): Application processing fee / jury fee is \$25. If approved, your application processing fee / jury fee will be applied to your total Show fee.
- **SHOW FEES:** Show fees are: **10' x 10' - \$150.00, 15" x 15' - \$200.00, 20' x 20' - \$250.00.** Please note that show fees are paid after you receive your invitation to the show. We must receive your fully paid show Fee within 30 days of your invitation **TO SECURE YOUR SPACE IN THE SHOW.**
- **ARTIST STATEMENTS:** We want to know about you and your work. Please include an artist statement/bio with your photographs submitted to art@pslbg.org.

You may apply in two (2) ways. Complete the form below and the information on page 3 and mail to Art Show C/O Port St. Lucie Botanical Gardens, 2410 SE Westmoreland Blvd., Port St. Lucie, FL 34952 together with your Check for the Processing/Jury Fee of \$25. ***OR*** Complete the on-line application form at PSLBG.org/artapp. You **must** also email to art@pslbg.org the required photos and your artist statement. Please be sure to include your name, email address & phone number in the email. **ARTIST APPLICATION DEADLINE 11/01/19.**

Name of Artist Exhibitor/Company _____

[Please Print or Type]

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person/s _____

E-mail: _____ Contact # _____

Please describe what your booth or Art will entail: 2D 3D Jewelry Fine Crafts

The Friends of the Port St. Lucie Botanical Garden and the City of Port St. Lucie undertakes no responsibility for damage to craftsperson's or an organization's property due to theft, loss, accident, vandalism or weather. The City and the Friends reserves the right to deem any display or activity inappropriate for this family oriented event.

The undersigned agrees to abide by the rules and regulations specified on the additional pages of this contract.

EXHIBITOR'S SIGNATURE _____ **DATE** _____



Continuation of Artist Display Request Form

Will you be setting up your booth on Friday, January 3, 2019? Yes No

If "No", your vehicle must be removed from the sales area by 8:30 am Saturday morning.

Please initial your understanding of this request: _____

Check the type of vehicle you will be bringing: Van Truck Flatbed Trailer

Specify approximate height and size of vehicle(s). This information is necessary to route traffic into the Gardens and onto the event lawn. _____

Do you require electricity? Yes No (thank you) (No generators please)

Would you like to contribute 1 (one) piece for our non-profit raffle: Yes No

Non-Profit Art Societies and/or Informational Resource Tables:

Location of booth is at the Discretion of the 2020 Art Show in the Gardens Committee

Booth Space Size: 10 x 10 only

Non-Profit Participant: \$25.00

NON-PROFIT ART & INFORMATIONAL RESOURCE SOCIETIES EXHIBITING AT THE 2020 ART SHOW IN THE GARDENS WILL NOT BE PERMITTED TO SELL ANY MATERIALS WITH THE EXCEPTION OF MEMBERSHIPS.

Please sign your understanding of this requirement: _____
Name/Title

ARTIST APPLICATION DEADLINE NOVEMBER 1, 2019.

Contact persons: Mark Barnes or Joleen King • 772.337.1959

Please return Artist Display Request Form (pages 2 & 3) to:

Art Show C/O
Friends of the PLS Botanical Gardens
2410 SE Westmoreland Blvd.
Port St Lucie, FL 34952

OR

On-Line Application
www.PSLBG.org/artapp

Make checks payable to: Friends of PSLBG
Email Required Documents to art@pslbg.org

If mailing, please return pages 2 & 3 of the Artist Display Request Form.
Pages 4-7 are for your information and understanding.

Applications for ART in The Gardens are preferred to be submitted online to: PSLBG.org/artapp

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IMPORTANT THINGS TO KNOW:

DEADLINES: **ARTIST APPLICATION DEADLINE NOVEMBER 1, 2019.**

CONFIRMATIONS: If you are accepted, additional show information such as lodging, parking, set-up times, directions, etc. will be included in your confirmation. This will be emailed to you upon receipt of your booth fee. Please review this information carefully as it includes important event details.

CANCELLATIONS: Any cancellation made for any reason less than 60 days prior to an ART show is Non-Refundable. Cancellations will be due in writing (email preferred) in our office AT LEAST 60 days prior to the show date. We understand that problems arise and everyone cancels for reasons beyond their control; however, please understand there are NO EXCEPTIONS to this rule.

E-MAIL: Please note that invitations, waitlist notifications, confirmations, important updates, and announcements will be sent to you via email. Be sure to check your email account regularly.

JURY FEES: (Application fees) are non-refundable under all circumstances.

PAYMENTS: Payment will be accepted by Check or on-line through our payment processing system. Please note the name of the festival and your full name on the check to avoid confusion. Make all checks payable to Friends of the PSLBG.

PROCESSING TIME: Please allow at least 2-4 weeks to process your application from the date it is received. Please always try to apply as early as possible to make for a smooth process and to avoid late fees.

AWARDS: Ribbons & Cash Awards will be given for 1st Place (\$100), 2nd Place (\$75) and Honorable Mention (\$25) in each category (2D, 3D, Jewelry & Fine Crafts), as well as one Best of Show (\$200).

WAITING LIST: We have 75 available spaces. Once shows are closed or available space reserved, applications are still accepted for the waitlist. We will contact you as early as possible if any spaces become available. Please keep in mind that this may be as late as 2-3 days before the show. If you cannot work on short notice, the waitlist may not be the best option for you. If we call you from the waitlist to see if you would like to participate in the show, you have the option to turn us down without penalty.

CREDITS/REFUNDS: WE DO NOT ISSUE REFUNDS FOR CANCELLATIONS UNLESS notification is made **at least** 60 DAYS prior to the ART show. Cancellations must be made in writing (email preferred) and received in our office no later than **November 4, 2019**.

WEATHER: THIS IS AN OUTDOOR ART SHOW and will go on rain or shine. No credits or refunds will be issued if forces of nature beyond our control affect show. Please check our website or contact the office for updates on cancellations resulting from severe weather such as, hurricanes, tornados, flooding, etc. Please note, we will not cancel a show unless informed by state, city or local officials that it will be in the best interest of safety for all. If it looks like it is going to rain, we will not call a show prior to the event. It will be at the show coordinator's discretion on site at the time.

CAREFULLY READ the rules and regulations before submitting: We make every attempt to review all information contained within the pages herein and at the time of posting all information is believed to be accurate and complete. We are not responsible for any typographical errors. If we find one to have been made, we will immediately fix as needed. Management has final rights for interpretations and disclosure and reserves the right to change any information as it becomes necessary (i.e., show venue, parking locations, additional city licenses, fees, policies, etc.). Any changes will be disclosed to parties involved as soon as they become available to us. We will make every reasonable attempt via e-mail or phone, as we feel best for confirmed parties. Thank you for adhering to all of our policies. They are in place to ensure a smooth process for all. If you have any further questions, please contact our offices.

EXHIBITOR RULES AND REGULATIONS

The Volunteers at the Friends of the Port St. Lucie Botanical Gardens (FPSLBG) would like to thank you for your participation in our shows. In order for you to help us make our shows the best they can be, we have established standard accepted rules and regulations. To participate in our events, you **MUST** observe the following:

All work must be original, handcrafted, created and exhibited by the approved artists themselves. Kits, imports, and mass produced items are not allowed.

All categories shall be reviewed, juried and screened prior to your acceptance. Any media NOT approved during the application process that appears in your booth at the event will be asked to be removed. Categories include: 2d, 3d, jewelry & fine crafts.

Displays must be professional and aesthetically pleasing.

Exhibitors will leave their exhibit space clean after packing up at break down. If your space is not clean after an event, you may be expelled or rejected from future shows.

For all shows, the application fee must be paid within 30 days of invitation. It is VERY important that you include your full name and phone number on your checks to avoid miscommunication.

The approved exhibitor will occupy his or her booth at all times. NO subletting or sharing of space without prior approval.

TAXES – Each exhibitor is responsible for collecting the state sales tax and filing a report with the local Department of Revenue St. Lucie County Sales Tax is 7%.

BANK FEES – A \$35 bank fee will be charged on all returned checks.

TENTS – Exhibitors are responsible for making their tents sturdy against wind, rain etc. Tents **MUST** be manufactured of flame-retardant materials. Dollies are suggested for set-up and breakdown for most shows! No vehicle will be permitted on the event lawn 30 Minutes prior to event opening and 30 minutes after event closing. Any vehicle not complying with these rules will be towed.

Exhibitors will receive an ample amount of booth space, which varies depending on the on the space selected. Exhibitors will **NOT** take up any additional space without first consulting with a show coordinator. **ALL WORK, DISPLAY and STORAGE WILL NOT GO BEYOND THE ASSIGNED EXHIBITOR SPACE.**

The exhibitor's space shall be occupied by 8:45 a.m. the morning of the show or you will be considered a "no-show" and your space will be given away with no possible refund or credit.

- Set-up and breakdown times will be strictly enforced. Please see show confirmation for details.
- Your space number and event map will be provided the Thursday prior to the show.
- Management reserves the right to make final interpretations of all rules and regulations.

GENERAL RELEASE

The undersigned does hereby discharge, release and hold harmless, FPSLBG (all cities, property owners, and associations) and all co-sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsors during the Art Show, and hereby consents to enforcement of all rules of this event. Furthermore, the undersigned artist hereby certifies that all display work is handcrafted and created by the show participant. Participant understands that any mass-produced item on display can cause expulsion from the show or future shows. There are no rain dates. There will be no refunds or credits if a show is cancelled due to rain, floods, hurricanes, or any other forces of nature after logistics and advertising have been arranged! There will be no refunds on artist cancellations. **MANAGEMENT RESERVES THE RIGHT TO DISQUALIFY ANY EXHIBITOR CAUSING ANY PROBLEMS TO FELLOW EXHIBITORS OR MANAGEMENT.** Failure to comply with the rules and regulations set forth on the reverse side of this General Release may result in expulsion from any and/or all events. Management reserves the right to make final interpretation of all rules.

The applicant understands that if this application is not accepted, all fees and photos will be returned by FPSLBG has your permission to reproduce artwork, through the photographs you have submitted, for the purpose of advertising and marketing the Festival. FPSLBG also has your permission to publish photographs or videos taken of your booth, work and photos of you during the Art Show for purposes related to promotion of the Festival, past or future.