

ARTIST'S SHOW INFORMATION & CHECKLIST

FESTIVAL DATES
Saturday & Sunday
April 24-25, 2010
9 AM-5 PM

An all-volunteer committee coordinates the Melbourne Art Festival

Melbourne Art Festival, Inc.
P.O. Box 611
Melbourne, FL 32902
321-722-1964
www.melbournearts.org
www.mafinfo@melbournearts.org

CHECKLIST

1. Read the following information. This will answer most of your questions!
2. After reading **all** the information, refer any questions you have to Lori at www.mafinfo@melbournearts.org.
3. Notify the Artist Committee if you will be traveling with a pet so that we may issue you a 'pet badge'.
 - Only service animals are allowed on the streets during the festival. Any pets you may have must be contained within your space and may not be walked on the streets during the festival.
4. Notify the Artist Committee if, for any reason, you must withdraw from the show.
 - This will give a wait-listed artist the opportunity to participate in the show
5. Check in for the show
 - Friday, April 23rd from 6-9 PM or
 - Saturday, April 24th from 6-8 AM
 - The artist(s) accepted must register and be present ALL weekend
 - A photo ID is required at check-in and on each day of the show.**
6. **Booth set up**
 - AFTER you check in**
 - AFTER 6 PM Friday, April 23rd and**
 - BEFORE 8 AM Saturday, April 24th**

7. Return any Patron Vouchers, taken after the regular voucher pickup, to Headquarters

8. Take your booth down AFTER 5 PM on Sunday, April 25th
 - No vehicles will be allowed on the streets prior to 5 Pm
 - More information will be provided at check-in

WHAT YOU CAN EXHIBIT OR SELL

1. Your own, original artwork
2. Reproduction bins, clearly marked as reproductions, must not detract from the appearance of your booth and be within the confines of your space
3. Hang a maximum of one (1) reproduction, clearly marked as such, for every ten (10) pieces of original artwork hung in your booth

WHAT YOU CANNOT EXHIBIT OR SELL

1. Buy/Sell items
2. Another artist's work
3. T-Shirts
4. Commercially made products
5. Ceramics made from commercial molds
6. Kit objects
7. Decoupage
8. Beadwork
9. Shells
10. Mass-produced items
11. Any work not representative of that submitted for judging

The Artist Committee reserves the right to remove any artist that fails to comply with these guidelines

ALL ACCEPTED ARTISTS are required to exhibit both days. Early breakdown is not permitted.

SPACE ASSIGNMENTS

1. Posted on the Zapplication website **in March** for invited artists and at registration for waitlisted artists. Do not call or email for this information.
2. Spaces are assigned as follows:
 - 2009 Award Winners receive their choice
 - In an order that maintains a positive show appearance
 - Then prioritized according to the date application and space fees are received

BOOTH SETUP

SET UP BEGINS AFTER YOU CHECK IN. CHECK IN AFTER 6PM FRIDAY AND BEFORE 8AM SATURDAY.

You will operate on a 'Drop and Go' system at set up and a 'Takedown then Pick Up' system at the end of the show.

Security volunteers will be on site to guide you to our 'staging area' while waiting to access your assigned booth space

1. All booths must be set up 3 feet from the curb.
2. All booths share one side with an adjoining booth.
3. All inventory, supply materials and boxes must be stored between your booth and the curb.

Specific instructions will be given at check-in

The Artist Committee reserves the right to relocate your booth, or have the artist relocate his booth, in order to conform to this requirement

JUDGING

1. All booths must be set up by 9 AM on Saturday
2. Artwork selected for judging will be taken to the Henegar Center (one block west of the Headquarters Tent)
3. Selected artwork must be picked up no later than 10 AM on Sunday morning.
4. Award winning pieces of art will be held for a Patron Champagne Viewing and Publicity Session from 10 AM until 11 AM Sunday morning. All award winning artists may pick up their work after 11 AM.

PATRON PROGRAM

1. Patron voucher pick up will begin on Sunday at 3 PM.
2. Your registration packet will contain pre-printed envelopes and instructions for voucher verification and check distribution. Be sure your name and address are on the front.

DIRECTIONS TO THE MELBOURNE ART FESTIVAL

From I-95, exit at the 192/Melbourne interchange (exit 180). Drive east on 192, cross Babcock, and bear right onto New Haven Avenue. Artist Registration is located at the Headquarters Tent on the corner of Grant Place and New Haven Avenue. (Approximate distance is 10 miles from I-95 to the Headquarters Tent)

STREET CLOSING

The City of Melbourne will close our show venue to vehicular traffic at 6 PM on Friday. We work very hard to clear the streets of parked vehicles at that time, and we ask your cooperation and patience while this is accomplished.

Vehicles are allowed on the streets prior to 9 AM Saturday and Sunday, and after 5 PM on Sunday. Vehicles are prohibited Saturday evening from entering the show venue so be prepared with a dolly or cart for packing up at that time.

SECURITY

Security is provided both Friday and Saturday nights, however the Melbourne Art Festival, Inc. is not responsible for damage or theft.

RV PARKING

Limited RV parking is available on a first come basis. The entrance is on Grant Place behind the Student Art Workshop venue. Please enter from Melbourne Ave. No hook-ups will be available.

ARTIST HOSPITALITY

Be sure to stop by the Headquarters Tent each morning for our **complimentary continental breakfast**.

. The **annual Artist Dinner** will begin at 6 PM Saturday in the Art Workshop Venue located next to the Headquarters Tent

Cool water and juice will be available all weekend at the Headquarters.

Artist Committee volunteers will be at the Headquarters Tent all weekend to answer any questions you may have

Booth sitters will be on duty from 10 AM until 5 PM on both days to provide short breaks for artists. **Artist Hot Line- 321-305-0760**

Please cross the railroad tracks at the sidewalk and street crossings only.