

EVENT GUIDELINES

REVISIONS HAVE BEEN MADE FOR 2005 - PLEASE REVIEW ENTIRE GUIDELINES CAREFULLY!

HALE'IWA ARTS FESTIVAL

JULY 23-24, 2005

We are looking forward to producing our Eighth Annual Hale'iwa Arts Festival Summer Event, a festival unlike any other here in the Hawaiian Islands. The Hale'iwa Arts Festival is a juried event designed to provide a venue for artists to show and sell original works of art in all media.

ACCEPTABLE ARTWORK

- ♦ **All ORIGINAL WORKS OF ART, in any medium or style, CREATED AND MADE BY THE ARTIST ARE ENCOURAGED FOR SUBMISSION, including folk, traditional and ethnic art, AND WILL BE CONSIDERED AND GIVEN THE HIGHEST PRIORITY FOR ARTIST SELECTION BY THE JURORS.**
- ♦ **Signed and numbered limited edition prints or giclees of two-dimensional works, including photographic or digital art images, must be professionally reproduced, under the direct supervision of the artist, and must be matted or framed.** Other quality prints of the artist's images made in an unlimited quantity, by the artist, or under the direct supervision of the artist, may be displayed only in a browse through bin and be sold as unlimited editions or reproductions only. Note-cards from original images being displayed at the event are allowed. No calendars, postcards, or posters are acceptable. **Photo copied or computer generated prints that are not of a professionally printed quality print medium or format may not be considered and/or allowed for display and sale.**
- ♦ **Original clothing or fabric art** works created, constructed and individually hand-painted by the artist, and/or custom-made by the artist incorporating screened/printed fabric designed and printed by the artist, will be given priority by our jury. Signed and numbered limited editions created and made by the artist are encouraged. Other quality reproductions of items made in an unlimited quantity, by the artist, or under the direct supervision of the artist, may be displayed and sold as unlimited editions or reproductions only. **However, other replications of artists' clothing or fabric art that are not made or directly supervised by the artist, and have been commercially mass-produced in a shop or factory, from mass-printed fabric and/or patterns, etc, and are offered or intended for general release to wholesale or retail outlets, even if they are designed by the artist, may not be considered and/or allowed for display and sale. T-shirts or tank tops are not allowed.**
- ♦ **Original 3D art** works created and made by the artist will be given priority by our jury. **Limited editions** made by the artist are acceptable and must be signed and numbered. Other quality reproductions of items made in an unlimited quantity, by the artist, or under the direct supervision of the artist may be displayed and sold as unlimited editions or reproductions only. **However, other replications of an artist's 3D works that are not made or directly supervised by the artist, and have been commercially mass-produced in a shop or factory, such as sculpture, jewelry, glass or ceramics from mass production molds or patterns, etc, and are offered or intended for general release to wholesale or retail outlets, even if they are designed by the artist, may not be considered and/or allowed for display and sale.**
- ♦ **Any works, images, or designs previously licensed** by the artist to a manufacturer or distributor for mass release are not eligible for consideration.
- ♦ **Upon inspection for compliance of displayed art, (at any time during the event hours), all decisions by the standards committee as to the acceptability of any artworks shown shall be final and no appeal is allowed. The artist shall remove unacceptable artwork from the display.**
- ♦ **If you have questions about whether some or all of your artworks or items are eligible, call (808) 637-2277 or email arts@HaleiwaArtsFestival.org before submitting your application and materials.**

EXHIBITOR SELECTION

Jury Selection: The Hale'iwa Arts Festival Board of Directors' Art & Exhibition Committee will serve as the jury, review each application and submitted materials, and determine all qualifying exhibitors.

The Hale'iwa Arts Festival uses a blind selection process. All artists' slides, photos, or digital prints submitted to the jury are presented anonymously, without the name of the artist being identified, and are given a numerical rating.

All decisions of the Art & Exhibition Committee are final. There is no appeals procedure.

The Committee reserves the right to reject any art deemed inappropriate for public display during this event.

IMPORTANT NOTICE:

Should the Hale'iwa Arts Festival Board of Directors' Art & Exhibition Committee determine:

- 1. That the number of qualified exhibitors applying to participate is insufficient to justify holding this event, or;**
- 2. That this event, because of any other valid concern(s), should not go forward, the Eighth Annual Summer Event will be subject to cancellation.**
- 3. Should the event be cancelled, all fees and deposits will be refunded. No other costs that may have been incurred by an accepted artist will be reimbursed.**

FEES

Three separate checks or money orders payable to Hale'iwa Arts Festival will be required:

- ♦ Non-refundable application fee **\$ 15.00**
- **DUE WITH APPLICATION- and ART SUBMISSIONS**
Postmark by April 9, 2005
- ♦ Artist exhibit space fee per single booth **\$225.00**
(under large open wall tents - **provided**)
15' x 15', or 10' x 20' (approximate booth sizes)
- **DUE UPON ACCEPTANCE-** (do not send with application)
Postmark by May 14, 2005
- ♦ Refundable clean-up/survey report deposit **\$ 50.00**
- **DUE UPON ACCEPTANCE-** (do not send with application)
Postmark by May 14, 2005

All checks and money orders will be cashed and deposited. After you have completed all festival requirements and mailed in the required survey report, a check for the amount of your refundable deposit will be issued to you within 35 days following the event. **Requests for refunds due to cancellations, for any reason, must be postmarked by June 11, 2005 or they will not be honored.**

Fees for shared booths, if approved (see also Exhibit Space), will be **\$150.00 per artist**. No more than two artists per shared booth. Each artist will be required to submit a \$50.00 refundable deposit.

Requests to share a booth will be considered only after all artists have been individually accepted

ART SUBMISSIONS

Artwork will be selected based on 35mm slides, photographs, or digital prints that clearly and accurately represent each type of artwork to be considered for exhibition. Limit your submitted images to five (5). Do not submit original works – (slides, photos or digital prints only). Do NOT email images! We will not print emailed images for submission to the jury.

ART SUBMISSIONS (Continued):

If submitting **slides**, they should:

- ◆ Be close-up images of each artwork against a solid background without extraneous objects or decoration.
- ◆ Be clearly labeled with the artist's name on the back of the slide in the top right corner.
- ◆ Be marked with a red dot on the front bottom left corner and the slide number on the bottom right corner.

If submitting **photographs or digital prints**, they should:

- ◆ Be close-up images of each artwork against a solid background without extraneous objects or decoration.
- ◆ Be clearly labeled with the artist's name on the back top right corner.
- ◆ Have the photo number on the back bottom right corner.

Any pre-manufactured items used in the artwork (excluding raw materials, framing, mounting devices, etc.) must be identified and noted as an element not created by the artist.

ALL STYLES OF ARTWORK INTENDED FOR EXHIBIT MUST BE SHOWN.

The Hale'iwa Arts Festival reserves the right to refuse any artist the privilege of exhibiting any types or styles of works not previously approved by the Art & Exhibition Committee.

All applicants' slides, photographs and digital prints will be returned within thirty (30) days of the event closure **only if a self-addressed stamped envelope with proper postage is enclosed with the application.**

A space for written comments is provided on the application form. You may also use the back of the application form. DO NOT attach a separate sheet.

The jury will read remarks in their entirety and without comment. Remarks should relate directly to any material or process that is unusual and not readily apparent by viewing the images.

DISPLAY AREA

Submit slide, specifications, drawing or photograph of your booth space and the displays you will be using for the event (i.e. tables, pedestals, walls, etc). Booths and displays must be in keeping with the quality of your artwork and the standards of the festival. No display materials, tables, easels, walls or dividers are provided.

EXHIBIT SPACE

Applicants should be aware of the following:

- ◆ All exhibit spaces will be located at Hale'iwa Beach Park, or an alternate site in the Hale'iwa area, and will be under large open walled tents or canopies provided by HAF. Individual tents are not allowed.
- ◆ If an exhibitor's display is noticeably inferior or different from the display shown in the submitted and approved representations, it may be removed from the event.
- ◆ Work placed for exhibit that is not of a nature or quality as that accepted by the Art & Exhibition Committee, or work that does not comply with these guidelines will be subject to removal from the booth.
- ◆ Artwork of only one juried exhibitor is allowed in each space. However, special requests for shared booth space for artists not having sufficient inventory to utilize a full booth may be considered after all artists have been accepted into the festival. **(See also Fees.)**
- ◆ Exhibitor spaces are located under open-walled tents. **No dividers, tables or chairs will be provided.**
- ◆ Exhibitors are responsible for set-up and teardown of their displays.
- ◆ Vehicles are not allowed on the grounds during the hours of public attendance.
- ◆ Exhibit space and/or specific location requests will only be considered upon receipt of the exhibit space fee and refundable deposit and must be submitted together by May 14. The event site layout changes each year so last year's map does not indicate where booths will be located for this year's event. A number of physical and artistic considerations determine individual artist's booth placements. Therefore, any such requests are not guaranteed to be considered or accepted.
- ◆ Hale'iwa Arts Festival will not be responsible for damaged, lost or stolen art or display materials.

EVENT REGULATIONS

1. Hawaii exhibitors are required to have a current Hawai'i General Excise Tax license and are responsible for collecting and paying all applicable taxes. Out of state or foreign exhibitors may be liable for Hawaii State taxes on income earned in Hawaii and should contact their tax consultant regarding appropriate compliance.
 2. Only artists displaying their own original artwork are eligible to participate. No dealers or agents are permitted. Exhibitors are not allowed to let another artist display in their booth or to display consigned works. Unauthorized exhibitors' works will be removed. Exhibiting artists must be substantially present for both days of the festival and all booths are to remain open during the festival hours described in these regulations.
 3. Participating artists agree to remove all displays, booth materials and booth trash at the end of the event.
 4. Artists also agree to complete and return an event critique and general financial impact report to the Hale'iwa Arts Festival by Friday, August 5, 2005 or the refundable deposit may be forfeited.
 5. All artists' booths will be subject to review to ensure compliance with event regulations.
 6. No artwork other than that of a similar nature and quality as has been previously accepted by the jury may be displayed or marketed from your booth.
 7. Each exhibitor's assigned booth space must be occupied and setup in progress no later than 8:00 a.m. Saturday July 23 or participation may be denied and all fees forfeited. Booth setup must be completed by 9:30 a.m. on Saturday July 23 and again by 9:30 a.m. on Sunday July 24 and be ready for review by the standards committee. Booths must stay open until 6:00 p.m. on Saturday and 5:00 p.m. on Sunday. Event hours are subject to change.
 8. Exhibitors display all artwork at their own risk. The Hale'iwa Arts Festival is not responsible for damage, theft, or loss of exhibitors' artwork, personal items, or display materials and equipment.
 9. Exhibitors may leave their booth in place Saturday night. The Hale'iwa Arts Festival will provide night-check security, but is not responsible for damage or loss. It is strongly recommended that artwork or valuable display materials **NOT** be left in the booths overnight.
 10. Exhibitors are responsible for keeping their booth clean and in a safe manner at all times.
 11. No pets are allowed at the event at any time, per park regulations and for safety and sanitation reasons.
 12. The event takes place rain or shine. Be prepared! Bring materials to protect purchased art.
 13. Exhibitors must abide by the event parking regulations and adhere to designated traffic routes.
 14. Requests to accommodate special needs or to share booths must be received in writing on or before May 10, 2005. You are responsible for making sure the Art & Exhibition Committee has received your request.
- Mail to: Hale'iwa Arts Festival or: Email – arts@HaleiwaArtsFestival.org**
P.O. Box 1141
Hale'iwa, HI 96712
15. The Hale'iwa Arts Festival reserves the right to remove from display any art deemed inappropriate for public display at this event.
 16. No signage or banners will be allowed promoting organizations or retailers with which you may be affiliated. Only small signs identifying your name, business name, and/or your product will be allowed. Hale'iwa Arts Festival reserves the right to reject and/or remove any signage deemed inappropriate.
 17. All vehicles must be removed from the festival grounds by 9:30 a.m. on both days and will not be permitted back on the site prior to 6:15 p.m. on Saturday and 5:15 p.m. on Sunday. This is a safety issue with our attendees!
 18. All booths are to remain open from 10:00 a.m. – 6:00 p.m. on Saturday, and 10:00 a.m. – 5:00 p.m. on Sunday. Do not begin teardown of your booth before the closing times.
 19. Smoking in the booths is in violation of fire codes. No smoking in or near the exhibit spaces is allowed. Please consider your neighbor artists and your customers.

EVENT REGULATIONS (continued):

20. If any emergency situation arises during the event, contact our Event Coordinator or Executive Director regarding the issue. They can be contacted through the Information Booth staff.

21. Failure to comply with these Event Regulations will jeopardize your continued or future participation in this festival and other Hale'iwa Arts Festival programs, and may result in forfeiture of your refundable deposit.

Questions may be directed to

Hale'iwa Arts Festival
P.O. Box 1141
Hale'iwa, HI 96712

Tel: (808) 637-2277

Fax: (808) 637-2277

Email: arts@HaleiwaArtsFestival.org

Visit our website: www.HaleiwaArtsFestival.org

WE OF THE HALE'IWA ARTS FESTIVAL WOULD LIKE TO SHARE OUR MISSION STATEMENT:

"The purpose of the Hale'iwa Arts Festival non-profit organization is to promote education and public awareness of arts and culture, with emphasis on participation, for the betterment of the community."

"Our objectives are to:

1. Enhance public awareness, education and appreciation of the arts and their impact on society;
 - a. Provide a venue for the exhibition of local artists and their work of which the projected annual Hale'iwa Arts Festival will be a primary focus.
 - b. Through the projected annual Hale'iwa Arts Festival, provide a venue for the public to participate in and view a broad spectrum of arts."
2. Promote art education by funding the appearance of established arts as adjunct faculty in schools through grants.
3. Expose students to career opportunities in the arts.
4. Respond to requests to facilitate instructional support in the arts for local groups through workshops and demonstrations.
5. Provide grant opportunities for community-approved projects of general artistic and visual improvement to physical communities."

In order to help us reach these objectives, and to make this event more sustainable, we have, in our eighth year, found it necessary to raise our booth fees. The new exhibit space fee will be \$225.00 for a single booth. We hope that this \$25.00 increase will not preclude your participation.

Booth fees, even at this new level, will cover less than 60% of our direct event costs. Fundraisers, grants, sponsorships, memberships, contributions in cash and through in-kind assistance make up the difference and are never easily secured or guaranteed from year to year. We have survived to our Eighth Hale'iwa Arts Festival only because of the selfless dedication of many contributors, volunteers and a part-time contracted staff of two.

With that as background, you can be assured that the Hale'iwa Arts Festival will continue to promote, encourage, and publicize the display and sale of your original art and your participation in this event.

Additionally, we have recognized that not all attendees are financially able to purchase high-end originals. It is therefore suggested you include limited-edition pieces as well, and also an appropriate selection of unlimited edition items so that your works and sale prices are accessible to a broad range of budgets. But please review these guidelines carefully and keep your art offerings, display and sales in compliance.

Our festival is produced to encourage the viewing, participation, appreciation and purchase of art by the greatest number. We have no desire to evolve into, or be viewed as either an "elitist" or a "swap-meet" event. We believe that you can understand, appreciate and support our position.

We are confident that you will enjoy this unique event, and hope that your participation will bring you personal, artistic and financial gratification.

CALENDAR

(CAREFULLY NOTE DATES FOR ALL DEADLINES)

Sat, April 9, 2005

APPLICATION DEADLINE

Completed applications and checklist items must be postmarked by this date

Tues, May 3, 2005

ACCEPTANCE NOTIFICATION

Art & Exhibition Committee decision is postmarked by this date

Tues, May 10, 2005

REQUESTS TO ACCOMMODATE SPECIAL NEEDS OR TO SHARE A BOOTH

Must be received by this date

Sat, May 14, 2005

EXHIBITION SPACE FEE & DEPOSIT DEADLINE FOR ACCEPTED ARTISTS

Mail exhibit space fee and separate refundable deposit to:

Hale'iwa Arts Festival

P. O. Box 1141

Hale'iwa HI 96712

Must be postmarked by May 14, 2005

Sat, June 11, 2005

REQUESTS FOR REFUND DUE TO CANCELLATION FOR ANY REASON

Must be postmarked by this date or request will not be honored

Fri, July 22, 2005

OPTIONAL EARLY EVENT CHECK-IN & SET-UP – Highly suggested

4:00 p.m. – 7:00 p.m.

Sat & Sun, July 23 & 24, 2005

EVENT CHECK-IN & SET-UP

7:00 a.m. – 9:00 a.m.

MUST BE COMPLETED AND ALL VEHICLES REMOVED FROM SITE BY 9:30 A.M.

EVENT HOURS

Saturday: 10:00 a.m. – 6:00 p.m.

Sunday: 10:00 a.m. – 5:00 p.m.

EVENT TEARDOWN

Saturday: 6:00 p.m. – 8:00 p.m.

Sunday: 5:00 p.m. – 8:00 p.m.

Reminder: Do not tear down your booth prior to 6:00 p.m. on Saturday or 5:00 p.m. on Sunday, or drive onto festival grounds without clearance prior to 6:15 p.m. or 5:15 p.m. respectively.

Fri, August 5, 2005

SURVEY DUE BY THIS DATE

Must be received by this date in order to secure the return of your refundable deposit

EVENT HOURS ARE SUBJECT TO CHANGE IF CIRCUMSTANCES OR CONDITIONS REQUIRE.

ARTIST APPLICATION FORM

Hawai'i Excise Tax License Number _____

Name of Artist _____

Additional Artist _____
(must be co-creator)

Company _____

Address _____

City _____

State _____ Zip _____

Day Phone () _____ Eve Phone () _____

Email _____

I HAVE READ THE ATTACHED INFORMATION AND REGULATIONS. IN CONSIDERATION OF THE HALE'IWA ARTS FESTIVAL ACCEPTANCE OF MY APPLICATION, I AGREE TO ACCEPT ALL DECISIONS OF THE ART & EXHIBITION COMMITTEE AS FINAL, and, I AGREE TO HOLD THE HALE'IWA ARTS FESTIVAL, A NON-PROFIT ORGANIZATION, HARMLESS FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR PERSONAL INJURY, DEATH, AND/OR PROPERTY DAMAGE OR LOSS ARISING FROM OR RESULTING FROM OR IN CONNECTION WITH THE OPERATION OF AN ARTIST'S CONCESSION.

REVISIONS HAVE BEEN MADE FROM PREVIOUS APPLICATIONS. PLEASE READ EVENT GUIDELINES COMPLETELY AND CAREFULLY BEFORE SIGNING AND SUBMITTING THIS PAGE. KEEP THE EVENT GUIDELINES PORTION FOR YOUR REFERENCE.

I HAVE READ, UNDERSTOOD, & AGREE TO ABIDE BY THE RULES & REGULATIONS OF THE HALE'IWA ARTS FESTIVAL

Signature(s) _____ Date _____

Please circle the category or categories that best describe(s) your artwork, and then specify, in the space provided, the medium, type, and/or style of your work.

CATEGORY

SPECIFY

◆ **2-D**

Painting _____

Printmaking _____

Photography _____

Mixed Media _____

◆ **3-D**

Glass _____

Fiber _____

Sculpture _____

Jewelry _____

Wood _____

Ceramics _____

Other _____

◆ **ETHNIC TRADITIONAL**

Describe _____

CHECKLIST

Please include with your application and mail by April 9, 2005:

- _____ Five (5) 35mm slides, photo - graphs or digital prints
- _____ \$15.00 non-refundable application fee (make checks payable to Hale'iwa Arts Festival)
- _____ Appropriate sized, self-addressed, stamped envelope with sufficient postage if return of images is desired (optional)
- _____ Display representation (photo, drawing, specifications)

**Mail to: Hale'iwa Arts Festival
P. O. Box 1141
Hale'iwa HI 96712
Tel: (808) 637-2277**

SLIDE, PHOTO OR DIGITAL PRINTS: DESCRIPTION OF ART SUBMISSIONS

- ◆ Use only the space provided.
- ◆ DO NOT attach brochures or additional pages.
- ◆ Remarks should relate directly to any materials or process that is unusual and not readily apparent by viewing the images.

Please type or print CLEARLY.

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____