

# HOLIDAY ARTS FESTIVAL | CALL FOR ENTRY

## APPLICATION DEADLINE | SEPTEMBER 24, 2018

### JURY PROCEDURE

In order to maintain the highest level of quality and variety of original works, the Waterloo Center for the Arts asks all artists to apply annually to be juried into the Holiday Arts Festival.

Artists may apply online at ZAPApplication.org or submit a completed application form along with the following: Artist Statement about your process/materials/biography and 8 images representative of your current works along with 1 image of your booth display. All images must be submitted on CD or USB drive.

If applying by mail, please include a non-refundable check for a jury fee of \$15, and a separate check for the booth fee (see rates below). Booth fee payment will not be processed until you are notified of acceptance into the festival.

All artists must be reviewed by the Selection Committee. Artists will be notified if they have been accepted by October 09. Selected artists must agree to participate both days of the festival.

Reproductions of artwork presented must be clearly marked. Over half of the total works presented must be original works, created by the exhibiting artist, and not reproductions or resale items.

### FESTIVAL HOURS

**Saturday, November 10** | 10:00am-4:00pm

**Sunday, November 11** | 10:00am-4:00pm

### EARLY SET-UP

**Friday, November 09** | 9:00am - 5:00pm

Artists are encouraged to use this opportunity and will receive \$20 off a single booth fee or \$40 off a double booth fee.

### DAY OF SET-UP

**Saturday, November 10** | 7:00 - 9:30am

Artists must be ready for business by 9:30am.

Carts, dollies and personnel will be available to assist with loading and unloading. Festival volunteers will also be available to provide breaks throughout the event.

### ARTIST PARTY

**Saturday, November 10**

The Friends of the WCA will host a special reception for arts festival patrons and participating artists Saturday evening.

### HOME STAY

Friends of the Art Center will also provide a homestay option for artists. Availability is limited and offered on a first-come first-served basis.

### BOOTH SPACES

Single booth spaces are available, with a limit of two spaces per artist. If artists intend to share a booth, both artists must complete the jury process. This is an indoor festival and space is limited. 10'x10' spaces are in limited supply, otherwise available spaces are 8'x10'.

One six foot table and two chairs will be available by request at no extra cost. Please indicate if you require an electrical hook-up.

### CONFIRMATION & CANCELLATION POLICIES

Any artist withdrawing will be subject to a cancellation fee of \$50; no refunds will be made after November 2, 2018.

### QUESTIONS

If you have any questions, contact the Waterloo Center for the Arts at (319) 291-4490 or [museum@waterloo-ia.org](mailto:museum@waterloo-ia.org).

### APPLICATION

Name

Address

City

State

Zip

Phone (am & pm)

Fax

Email

Iowa Sales Permit Number

Medium

**Jury Fee:**                    \_\_\_ \$15.00

**Early booth fee**            \_\_\_ 1 - (\$120)    \_\_\_ 2 - (\$240)  
(Setup November 09)

**Day of booth fee**            \_\_\_ 1 - (\$140)    \_\_\_ 2 - (\$280)  
(Setup November 10)

**Electrical** (\$20 fee)        \_\_\_ yes            \_\_\_ no

**Table & Chairs**            \_\_\_ yes            \_\_\_ no

**Display**                      \_\_\_ yes            \_\_\_ no

**Display Size**                \_\_\_ height        \_\_\_ width        \_\_\_ depth

**Payment total**            **\$15 + \_\_\_\_\_ = \_\_\_\_\_**

### Make checks payable to:

Waterloo Center for the Arts  
225 Commercial Street | Waterloo, IA 50701

Please attach an Artist Statement including creative process, materials and biographical information. Be sure to include 8 images of your artwork, including an image of your display on CD or USB drive only.

It is hereby agreed that I, the exhibitor, will carry the necessary insurance to cover art objects and other property displayed at WCA. I understand that WCA and the City of Waterloo are exonerated from all liability of any nature while said objects are on display and are not responsible for accidental loss or damage of any kind. I hereby verify that I myself have created all the work on display. I also accept all rules and regulations regarding participation in WCA's Holiday Arts Festival.

Signature

Date

**PLEASE NOTE:** Your \$15 jury fee and a separate check for your booth fee, must be received by the Waterloo Center for the Arts at the time of application.

Deadline to apply is September 24, 2018.