



## 2025 ARTIST PARTICIPATION GUIDELINES

*The annual Chain of Parks Art Festival is a multi-day Fine Art event that includes this two-day outdoor artist exhibit. The festival has been ranked in the Top 100 Fine Art Festivals by Sunshine Artist Magazine for 10 straight years. Awarding over \$10,000 in cash prizes with approximately 160 juried artists accepted to participate. Held in a group of city parks known as the 'Chain of Parks' in downtown Tallahassee, Florida, the Chain of Parks Art Festival has been recognized as a Legacy Event by Visit Tallahassee due to the 35,000+ visitors and patrons it attracts. All proceeds from this juried Fine Art festival benefit LeMoyne Arts, a non-profit community-based art center.*

### **EVENT DATES & HOURS**

Thursday, April 24: Special Performance Event with FSU Opening Nights  
Friday, April 25: Artist set up in parks begins  
Deadline for booth set up completion is midnight  
Saturday, April 26: Festival Artists open in the park 10:00 am – 5:00 pm  
Sunday, April 27: Festival Artists open in the park 10:00 am – 4:00 pm  
Artist Award Announcements via social media prior to 10:00 am  
Artist breakdown 4:00 pm  
Streets reopen 8:00 pm

### **CASH AWARDS - \$10,000+ TOTAL**

1. Best of Show - \$2,000.00
2. Award of Excellence - \$1,000.00
3. Additional Awards - The Festival will use a weighted award system for the balance of award prize monies to be divided among categories up to the total prize money amount.
4. Recycle Art Award - \$300 – Voluntary participation open to all artists in all mediums.

### **IMPORTANT DATES FOR ARTIST PARTICIPATION**

Application Deadline: October 31, 2024  
Jury Notification: November 15, 2024  
Booth Fee Due: January 5, 2025  
Event Setup: April 25, 2025 (parks-8:00 am, streets-12 noon)  
Show Date/Times: April 26 & 27, 2025 Saturday 10 am – 5 pm & Sunday 10 am – 4 pm  
Event Breakdown: April 27, 2025 (after show closing at 4 pm)

### **ARTIST AMENITIES**

- Artist Awards of over \$10,000
- Artists retain 100% of sales of artworks sold
- Artist hospitality area with complimentary refreshments and reserved portable toilets
- Welcome Reception for attending artists and guests on Friday evening
- Quality style event T-shirt
- Volunteer booth sitters

- Combined artist sales of over ½ Million
- 24-hour on-site security provided by uniformed Police Officers (Tallahassee Police Dept.)
- Festival website includes artist image and a live link to the artist's website
- High-quality printed program with sample images and website information for each artist
- Digital marketing opportunities provided
- Social media sharing available for a nominal fee
- Complimentary reserved parking
- Limited, first-come-first-served basis, complimentary RV parking located close by
- Friday set-up beginning as early as 8:00 am
- Top award winners automatically juried into next year's Festival
- Cover artists selected from participating festival artists

### **FESTIVAL HIGHLIGHTS**

- Sunshine Artist Magazine, Fine Art & Design Show Artist Survey – Ranked in the top 100 Fine Art Festivals for 10 years in a row
- Attendance of an estimated 35,000 visitors and patrons
- Over \$50K in Marketing & PR throughout North Florida & South Georgia
- The Festival kicks off on Thursday evening with a performance through a partnership with the festival and Florida State University's Opening Nights program. The public is invited to attend
- Award announcements are made available on Sunday morning via social media
- Live music and theatrical entertainment throughout the festival
- The Children's Park with Local Heritage booths and free crafts for kids provided by organizations to promote art education
- Community Corner with non-profit Community Partners and Brand Ambassadors
- Chalk Art Oasis area with live professional street art and upcycled sculpture exhibit & auction
- Festival hosted by a non-profit art center
- On-site festival staff
- Volunteer committee with 25 members who work year-round to produce festival experience for artists, patrons, sponsors, and attendees

### **BOOTH FEES**

- Application Fee: \$35.00 (non-refundable)
- Booth Fees: A standard 11x11 booth is \$360.00.
- A limited number of Double, Corner and Priority Placement booths are available for additional charge. Layout map to be provided to accepted artists prior to the purchasing process.

### **JURY PROCESS**

Participation is determined by a 3-5-person blind jury in that jurors will not see artist name. The jurors will only see the artist ID, price, three required images, booth image, and artist statement. Your name or business should not appear in your application images. Jurors are keenly interested in the processes and techniques used to make your work so please describe in detail. This statement is often critical in determining originality and hand-crafted nature of presented work. We allow 500 characters in the

application Artist Process Statement for this purpose. Jurors evaluate work based on originality, concepts, execution and consistency of style & presentation. Jurors also consider artist pricing for suitability to achieve success at this event with a positive selling experience, which generally includes artists whose works fall between the range of \$250-\$1,500.

*Note: If selected to participate in the Festival, Image #1 will be used to represent your art in the printed program.*

The Chain of Parks Art Festival is designed for exhibiting artists who create and execute their own original, professional quality art. All work displayed MUST be produced by the exhibiting artist or two-person team collaboration and consistent with the images submitted to jury. Categories are outlined and developed as a tool to organize works into logical, related groups for judging competitions. The Festival reserves the right to add media categories or change an artist category.

**Painting:** Creation of a still life, portrait, landscape, abstract, or other image using any paint or combination of paint materials on a flat surface such as canvas, paper, wood, etc.

**Two-Dimensional Mixed Media:** This medium is for work that incorporates more than one type of media in their production. Two of the same media styles, i.e. oil & acrylic, pencils & pastels, etc. should not be submitted here. This category is not applicable for artwork that consists of one medium and then uniquely framed. Please include your determination of why you are applying as a 2-D MM artist in the artist statement.

**Drawing, Graphics, Printmaking, Photography and Computer-Generated Work:** This category includes compositions created by the artists' hand using chalk, charcoal, pastels, pencil, crayon, or ink with printmaking defined as multiple originals where the artists' hand has manipulated the plates, stones, blocks, composite reliefs, or screens. Photographic Works: two-dimensional work created by the artist that includes digital and film photography. Only artists' original source material is acceptable. Computer Generated Work: includes any original work created by the artist utilizing computer technology to craft visual images. Combinations of these media are also accepted in this category. Works displayed in booth must be printed by the artist or under the artist's supervision in limited editions properly signed, and numbered.

**Jewelry:** Work must be designed, created and executed by the artist. All work displayed must be similar in style, quality and method to work presented in the artists images. No commercial casts, molds or production studio work is allowed. If using a commercially purchased component (bead, glass, gemstone, pearl, metal, or other material not made by the artist) and then strung, assembled and/or twisted on wire, the work must be unique and of an original design that makes it artistically distinguishable and attributable in design to the exhibiting artist. Embellishment to existing pre-assembled components is not considered acceptable as fine art works. This medium typically receives a large number of applications; therefore, to ensure that a variety of all mediums will be exhibiting, acceptance is limited to 35 jewelers.

**Three-Dimensional Media or Sculpture:** Simply defined as works visible from 360 degrees. Original three-dimensional work incorporating any materials, or combination of materials, designed and executed by the artist using the following media: clay or porcelain work, fiber, found objects, glass, metal, wood, or any other 3-D objects. Glass work must be hand-crafted by the artist by blowing,

fusing, casting or kiln forming. This category also includes works crafted from fibers including basketry, embroidery, weaving, tapestry, leather work, and papermaking. If multiple pieces similar in design are displayed, each piece must be signed. RAM pressed clay or porcelain produced from commercially poured molds is not acceptable. No forms of production studio work or mass production are permitted. All pre-manufactured glass or wearable items are prohibited regardless of additional modification or enhancement by the artist.

**Heritage Art:** defined as a decorative or practical piece of artwork using any variety of materials to showcase traditional techniques from a specific culture or region, often called folk art. Heritage Art is usually unique to the people of a specific culture and is viewed as an expression of society and steeped in grassroots history. Heritage Art is frequently demonstrated through craftsmanship, utilitarian and ornamental media, color, and texture; showcasing artistic expression from a non-classically trained artist. Artists accepted into this medium will be assigned to exhibit in the Heritage Art Row only. This category is eligible to win a \$300 Merit award.

### **GENERAL SHOW POLICIES**

- Open to all artists 18 years or older and are accepted for participation by a blind jury.
- Artists are **REQUIRED** to present and sell their own work. **Absolutely NO agents, dealers, or sales representatives may work the booth in place of the artist.**
- Images submitted for jury acceptance must be of artwork created within the last 3 years and consistent with the work to be displayed in your booth.
- Booth exhibit to show at least 50% artist-created original art. Signed and limited edition/numbered reproductions of original artwork are eligible for presentation in conjunction with original works. Work not in numbered limited editions may be displayed in bins.
- The Chain of Parks Art Festival is a family-oriented event, and exhibits must be in keeping with this atmosphere.
- ***THE FESTIVAL COMMITTEE CANNOT STRESS ENOUGH ITS COMMITMENT TO MAINTAINING A HIGH-QUALITY FINE ART EVENT.*** Dealers, buy-sell products, and other infringements on this core mission will be addressed on an individual basis.
- **SALES & TAXES:** Each artist is responsible for collecting and reporting 6% Florida sales tax + 1.5% local sales tax and remitting it to the Florida Department of Revenue (FDOR). We are required to provide the FDOR with your name and contact information only as record that you participated in the event.

### **THE FOLLOWING ARE PROHIBITED**

- Unsigned reproductions of original artwork
- Unsigned artwork or work not using archival materials
- Copies of works reproduced or copied from works of masters, advertisements, commercial or widely circulated photographs, or offset prints
- Work purchased from an outside source for resale
- Any artwork produced using production or cottage labor
- Work created by kits, manufactured or kit jewelry, pre-assembled supplies, decoupage, and ceramics cast from mass-produced commercial molds
- The Festival does not accept exhibits with crafts such as soaps, candles, scented oils, and homemade food items.
- Mass-produced note cards, commercial books, etc. unless of the exhibiting artist's works.

- Framing in the Park
- Artwork not in the category in which the artist applied and was accepted
- Generators must be approved by festival staff prior to use. Allowance based on booth location and decibel rating.

### **IMPORTANT**

During the Festival all displays will be visited by the Review Committee to ensure that the displays and artwork are following Festival rules. It is our exclusive right and responsibility to remove work that is not in compliance. An Officer of the Festival will make the final decision. Non-compliance can result in expulsion and ineligibility for judging, awards, and potentially future Festival participation.

Artists provide their own white tents which must meet all fire codes. All tents must be weighted, not staked – even those exhibiting on grassy areas due to City park restrictions. A limited number of EZ-UP rental tents will be available; \$390 with tent walls, \$225 without walls, weights included in price, and are required. These will be open for purchase in the booth payment portal on ZAPP. The area provided to exhibit is typically 11x11, most with storage behind them; however, some booth spaces in our highest traffic areas *do not have backspace*. Some street booth locations will be allowed to bring an umbrella for extra shade around their booth area. As an outdoor event, exhibit spaces are not perfectly level but street booths do offer a more stable flat surface for those that require it. Electricity is not available. Please note *if you have storage requirements* or any other special requests in the comments section of your ZAPApplication. Artists are provided a standard basic tent ID card at check-in for the judging process. Artists are required to affix these to the front of the tent so they are easily visible. Artists are requested to exhibit within their designated space.

The artist will receive check-in times, a locator map, a temporary exhibitor parking permit, and State of Florida sales tax information on a date close to the event.

### **CHECK-IN & SET UP**

*All artists are required to check in* on Friday, April 25, at LeMoyne Arts Education Center, 121 N. Gadsden Street, and show proof of identity. Check-in at LeMoyne is open from 10 am-7 pm. No-show artists – artists who do not alert the Festival of their cancellation – are subject to non-acceptance for future shows. Vehicles parked within Festival streets without a Festival-provided permit will be subject to towing.

*Set Up:* Booths located on the streets, set up only after street closures, generally noon on Friday. Based on booth location, specific setup times are provided to artists after acceptance. All vehicles are to be removed to designated parking areas immediately after unloading to allow others access. Failure to comply with this courtesy can affect artist placement in future requests. Set up must be complete no later than midnight on Friday.

*Breakdown:* Breakdown is prohibited prior to 4:00 pm Sunday. Once the festival closes, booths need to be broken down and items packed prior to retrieving vehicles. Streets will be reopened at 8:00 pm by TPD and all booths must be moved off streets by this time. Public parking guidelines will prevail after this time. Failure to comply with these courtesies can affect artist placement requests at future events.

### **SECURITY**

Overnight security is provided by the Tallahassee Police Department (TPD) on Friday and Saturday

nights, allowing artists to leave exhibit displays. We strongly recommend that you pack up all valuable merchandise and equipment. LeMoyne and TPD are not responsible for any loss.

### **ARTIST CANCELLATION POLICY**

Booth Fees are due on January 5, 2025 and once paid these fees are considered non-refundable. Extenuating circumstances can be reviewed by the committee for a refund prior to the Festival program production date. Those refunds are subject to a deduction of \$50.00 for fees retained by ZAPP and LeMoyne Arts administrative fee. After Friday, February 28, 2025 absolutely no refunds will be made. We understand emergencies will happen, and would be the only reason someone cancels at that late date, but after that date all processes to include each artist and their booth have been completed and are set for the event. Application fees are always non-refundable.

### **EVENT CANCELLATION POLICY**

The festival is a fundraising event run by a non-profit community art center supporting artists. Booth fees go directly to advertising and operations for the event. With a rain-or-shine policy, the Festival will remain open in inclement weather, canceled only if the safety of the artists and patrons is deemed at risk or mandated by local, state, or federal governmental agencies. Should we be required to cancel, we will contact participating artists to evaluate options for a 'Plan B'. However, *if the event is canceled on or before February 28, 2025, we will be offering full booth fee refunds to all artists. If the event is canceled after February 28, 2025 we will be offering at least\* 50% refunds as well as a rollover opportunity. Application fees are non-refundable.* \*Our event runs on a very tight budget and this amount will be based on what we are able to return after advertising and operational costs spent up to the point of cancellation can be evaluated.

### **LEGAL AGREEMENT SECTION**

By submitting an application, I, and my co-artist (collaborator), if applicable, hereby and forever discharge the Chain of Parks Art Festival, LeMoyne Arts, LeMoyne Art Foundation, Inc., the Festival Committee, participating Sponsors, the City of Tallahassee and Leon County of and from all manner of actions, suits, and damages, claims and demands, whatsoever in law or equity, from any loss and damage to the undersigned's property while in the possession, supervision or auspices of The Chain of Parks Art Festival, their agents, representatives or employees. I warrant that:

- Submission of my ZAPP application confirms my commitment to abide by the Festival rules and regulations as established by The Festival Committee and the City of Tallahassee.
- The works submitted for jurying and the work to be displayed in my booth are all original works that are both designed and executed by my own hands. If produced with a collaborator, the work is made solely by my collaborator and me with our own hands. Artwork submitted for jurying was created within the last 3 years.
- There is no production studio with employees associated with any of the work to be sold in my booth.
- The work in my booth is not purchased from an outside source for resale at the Festival.
- There are no reproductions or enhanced/embellished reproductions in my booth.
- If selected to exhibit at the Chain of Parks Art Festival, I authorize the use of the images submitted with my application or duplicates thereof for Festival publicity or documentation.
- I agree to grant a license to the Chain of Parks Art Festival to reproduce electronically, in limited resolution, my original artwork for a period of up to thirty (30) months beginning January 5, 2025.

- I understand by applying, my art images shall not be redistributed except as anticipated on The Festival website and programs and other Festival-related media, without my express written permission.
- A *confirmed* application in ZAPP and full payment of the exhibitor fee is a commitment to attend, exhibit, and abide by the Festival rules.
- No refund of the artist exhibitor booth fee will be made for artist cancellations after February 28, 2025, at Midnight EST. Refunds are subject to a deduction of a \$50.00 for fees retained by ZAPP and LeMoyne Arts administrative fee.
- The Chain of Parks Art Festival reserves the right to make final interpretations of all rules.