



**Artists in the Park
Outdoor Show Handbook
2019 – 2020 Season**

DELRAY ART LEAGUE ARTISTS IN THE PARK

Welcome to the new 2019-2020 “Artists in the Park” season. This year we have some exciting news. We will be exhibiting in many new locations. Our appearance as a professional organization has become very important in the City of Delray Beach and beyond.

In an effort to raise the bar and also to enhance the appearance of our shows it has been determined that we must display our art by our artists in a white canopy 10x10 tent. The tent may have sidewalls and mesh to hang artwork and include a table, chairs and bins or easels as outlined in this handbook.

We will no longer be using racks as a display mechanism and have created a new committee that will offer to our member artists a white canopy 10x10 tent for rent. The tent space can be shared among up to three artists to distribute the rental cost among the sharing members.

OUTDOOR SHOW RULES

Artists in the Park art shows at Veterans Park & Old School Square are made possible through the courtesy and cooperation of the merchants and City of Delray Beach. Exhibitors must keep this in mind and work to the benefit of the League, the City of Delray Beach and the administrators of Old School Square. The Delray Art League is a 501c3 charitable organization and, as such, must prohibit political activity at all events.

These rules keep us all safe and welcome to continue showing and selling our artwork to the public

Keep this handbook for your reference. Bring it with you to the show in case any questions arise.

Please make a copy of the show forms for yourself before you return your signed and completed documents

Those wishing to exhibit are responsible for reading, understanding and agreeing to the rules set forth in this handbook.

Please ask if you need clarification on any point.

REQUIREMENTS

A photo of your outdoor tent display must accompany application.

A Current Florida Sales Tax Certificate must accompany your first application.

An annual \$30 insurance liability fee is payable BEFORE your first show.

Only your original Art (never copied from others) can be displayed on the walls of tents or easels (Prints of your original artwork is acceptable for sale).

A voluntary donation to the League's scholarship fund of at least 10% of Art sales is suggested. Donations MUST be paid by CHECK (cash cannot be accepted).

The show treasurer will distribute scholarship fund envelopes. Please return envelopes & checks to show treasurer by 4 p.m. on Sunday.

DISPLAY APPEARANCE

Display Tent - White canopy only – table chairs – mesh or wall displays inside tent.

Sign on tent stating artists name or DBA.

Artwork should be in display format gallery wrapped or framed and painted.

All artwork should not be laying on the ground.

All smaller prints if not hung should be on tables, in bins or on shelves.

Price tags on all artwork and prints must be labeled.

No more than two displays outside of tent and maximum of 30”.

No award ribbons displayed.

DECORUM

You must be present during show hours

Wear an Artist Nametag

No smoking in the exhibit area

No sleeping in the show area

No alcoholic beverages or illegal substances

No pets or birds allowed

No Nude, political or controversial subjects may be displayed

SAFETY

Equipment 3 ft. from sidewalk City Rule

Weights for corners of your tent for wind and weather safety regulations

Absolutely no stakes

Rain protection heavy plastic or tent sides allowed especially if left overnight enclosed.

DON'T FORGET...

Blank Check for 10% donation of total sales to support the scholarship fund of the league.

ARTISTS

Must be paid-up member or a partner of an exhibiting art group.

Chairperson or representative will be in park at 3pm on Friday and 8am on Saturday to give out spaces

Please arrive by 8 am on Saturday and check in with show chairperson for space assignments

You must be completely set up and ready for customers at 9:30 a.m.

Artists should be neatly attired for show presentation

Spaces are limited to 13' X 13'. Containers must be kept behind your tent or racks and within this area. If you are exposed at the back please cover your containers and do not block the 3 ft. aisle between tents.

Take down - not to begin until 4:30, unless prior arrangement has been made with show chair. If you leave early without permission, you lose the next show

The league and Florida Law requires that each exhibitor must have a current Florida sales tax certificate ready to show upon request. Palm Beach County Sales Tax is 7% of each sale. Call 561-640-2800 for info or go online at www.myflorida.com/dor/forms to apply.

PARKING

All cars must be moved to the designated parking area before 9:30 a.m. with the DAL 8x10 sign on the dashboard. If car is not moved, you cannot attend the next show.

No cars are to return for load out until 4:00pm

Cars are NEVER permitted on the grass.

Handicap permitted artists may park in designated handicap parking spaces with a handicap permit.

No Double Parking

CANCELLATIONS

Cancellations No Later Than 24 Hours Prior to the Show.

Please contact one of the members below ASAP:

Gay Williamson: @ 561-315-8288

Ron Rizzi: @ 561-847-5448

Howard Sherman: @ 781-799-0871

Exhibit is rain or shine. Early show closing due to weather or circumstances will be determined by the show chairs.

There must be at least 10 artists available in order to do a show.

The Show Chair will Email all Registrants to Confirm Participation.

VIOLATIONS

Any exhibitor who disobeys the rules or causes a disturbance will be warned and a report will be submitted to the Board of Directors by the Outdoor Show Committee.

The board will send a letter to the exhibitor which may include a sanction depending on the severity of the offence.

In the event an exhibitor should be involved in a physical altercation, any flagrant violation of the rules or any other serious act, the Outdoor Show Committee may use their judgment to instruct the exhibitor to leave the show.

The incident will be reported to the board, which will make a final decision that could lead to non-participation in any or all future shows

Early take down and closing without permission will result in exhibiting privileges being revoked.

Early closing will be at the sole discretion of the show chairpersons.

Equipment Needed to Display and Participate at a Delray Art League Show

White ONLY Canopy. Size: 10x10 Display. White Walls or mesh walls are permitted.

Artist Signage and name tag.

Weights to hold down canopy tent. Tied to canopy and weights for safety and to prevent damage to you and others.

NO Stakes in Ground.

Valid and current State of Florida Sales Tax Certificate

Rain Protection for Artists artwork and 10x10 canopy. Plastic covering or canopy walls secured.

Hanging prints must be framed or canvas wrapped, labeled and with price tags

Browser Bin or box prints must be labeled and price tagged

We will No Longer using the wire racks. All artist displays must be within a white 10x10 canopy tent.

If you do not have a canopy tent you must share a tent within another member's space or request and rent a white 10x10 canopy tent through the DAL Outdoor Tent Rental Committee.

Delray Art League Show Display Artist Agreement

I certify that I have produced all paintings, drawings, photographs, sculpture and art that I am exhibiting in the Delray Art League Show and that all pieces are either original or print reproductions of my original art work.

I also certify that I am the rightful copyright holder of all of my original artwork and I am not showing or selling someone else's work under my name unless I am sharing space with another DAL artist and in that case they have agreed to this agreement as well.

I understand the conditions and requirements for exhibiting at Artists in the Park and agree to abide by all of the rules set forth by the Delray Art League.

Any infractions may lead to the loss of my exhibiting privileges.

Proper clean attire and appropriate dress code are required for participation.

No smoking is permitted in the show area.

A photo or JPEG file photo of your display must accompany your first application.

Space assignments will vary for each show and will be dependent on the number of exhibitors.

Artist Signature: _____

Date: _____

Print Name: _____

Telephone Number: _____

Cell Phone: _____

Insurance Fee Paid for Season \$30.00 per exhibitor member

Check Number: _____

Vehicle Make: _____

Color: _____ Tag #: _____ State: _____

Vehicle Make: _____

Color: _____ Tag #: _____ State: _____

Before You Can Exhibit:

Return Insurance Form along with your insurance payment check and a copy of your Florida Sales Tax Certificate.

If this is your first time include a photo of your 10x10 display and artwork.

Artists Receipt

The Delray Art League has received your insurance payment for outdoor show display participation.

Artist:

Show Co-Chair:

Please retain a copy of this form. Thank you.