



ARTS IN THE PARK BELFAST

2023 EVENT RULES & GUIDELINES

Location: Steamboat Landing Park, 34 Commercial Street, Belfast, Maine 04915

Artist & Event Contact: Scott Smith, Belfast Area Chamber of Commerce, 207-338-5900
aitp@belfastmaine.org

Food & Music Contact: Norm Poirier, Belfast Parks & Recreation Dept., 207-338-3370, x127
parksandrec@cityofbelfast.org

GENERAL INFORMATION

The Belfast Area Chamber of Commerce and Belfast Parks & Recreation Department, invite you to the 27th annual Arts in the Park on June 24 + 25, 2023, from 10am – 4pm at Steamboat Landing Park in Belfast, Maine.

This year the show will again focus on local, original works from Maine artists and fine crafters. There will be artwork covering a wide range of categories, including ceramics, fiber, jewelry, painting, photography, print, stone, wood, and more.

ARTIST APPLICATION

The 2023 application will be made available online beginning January 16th, open to full time or seasonal residents of the state of Maine. The application period closes February 28th.

FOOD VENDOR / MUSIC APPLICATION

The 2023 application will be made available online beginning January 16th. The Parks & Recreation Director will follow up with applicants on a first come first served basis for consideration.

JURYING

Arts in the Park Belfast is a juried arts show of original, handcrafted works from Maine artists. The committee will review completed entries (application, 3 photos/images of artwork, 1 photo of booth set-up/presentation, payment) and artists selected will be contacted and invited to participate.

Late entries may be put on a waiting list if the desired number of participants has not been reached by the application closing deadline. Same day event exhibitors will not be permitted.

Brokered or 'direct sales' items, products made outside of the state of Maine, are prohibited.

BOOTH AND FEES

A 10'x10' outdoor booth space will be available in the park. You must provide your own booth/tent set up. Volunteers will visit artist booths to see if you need a break. They focus on artists who are solo so if you've come with another person, they may not check in with you.

If you need additional space for inventory storage, we encourage you to purchase a second booth space. We can't guarantee you will have sufficient space to store large amounts of inventory.

A single booth space for 2023 is **\$200.00**. There is a non-refundable jurying fee of **\$25.00** that should accompany your booth payment. Total cost: **\$225.00**. If you would like a second booth space, add an additional \$200. If you are not selected by the committee, your booth fee will be refunded to you.

A booth is for a single artist/business and will sell items that were juried and approved by the committee. Artists cannot share booths or sell another artist's work.

Booth assignments are generally made on a first come, first served basis, taking into consideration representation at previous events; the date a request is received; availability of requested area; the amount of space requested; special needs; compatibility of vendors; and whether or not the booth fees have been paid. Arts in the Park, however, reserves the right in its sole discretion to use other assignment criteria.

ARTS IN THE PARK cannot guarantee that a Vendor exhibiting similar products, or a competitor, will not be located in a nearby or adjoining booth space.

ARTS IN THE PARK also reserves the right to reconfigure booth space and relocate a booth as necessary with the understanding that the Vendor shall be notified prior to such relocation.

SET UP

Artists and food vendors are encouraged to set up any time after 11:00 am on Friday June 23rd. There will be limited time for vehicle access to your space should you need it prior to the 10:00 am start time on Saturday, June 24. Please check in with Event Staff who will direct you to your booth location. Vehicle entry to the park before 11:00 am Friday is prohibited.

If you need to set up Saturday morning, you may arrive after 7 am. Please check in with Event Staff who will direct you to your booth location. **All vehicles must be off the grounds by 9:30 am**, so please set up quickly. Our visitors, customers and crowds arrive early and to make the event as safe for pedestrians, please drop off your materials and move your vehicle. Please remember we are using a public park which is widely used by the community.

For the safety of persons and products, **ALL TENTS MUST BE WEIGHTED or STAKED** to support them in wind and/or rain events.

Overnight, Friday the 23rd and Saturday the 24th, there will be paid security provided by Arts in the Park, but Vendors are solely and fully responsible for their own exhibits, property, and persons, and should insure against any loss or damage.

TAKE DOWN on Sunday after 4 pm:

This event works with cooperation from everyone. Take down can begin after 4 pm on Sunday. Vehicles are not permitted to enter the park until after 4 pm as visitors are still making their way out. It takes about 1 ½ hrs. for everyone to pack up and leave. To expedite the process and keep everyone safe, please adhere to the following:

- **Do not bring your vehicle into the park until your booth is completely broken down and your materials are totally packed up.** This allows you to pack quickly and exit the site.
- We will allow a limited number of vehicles onto the grounds to keep the lanes open and everyone safe. When you have packed up, please leave so that we may bring in the next vehicle.

CANCELLATIONS

- As a juried show, we select a certain number of applicants and reach our maximum early in the process. Cancellations with refunds are permitted through April 15th, 2023. There will be a \$50 processing fee for cancellations. There are no refunds for cancellations after April 15th as we do not have ample time to fill spaces.

ADDITIONAL INFORMATION

- **COVID-19:** Although this is an outdoor venue, vendors are responsible for using reasonable measures to keep safe, and to keep customers safe. **We will comply with whatever the state guidelines are at the time of the event.**
- **THERE IS NO SMOKING OF ANY KIND** on City property and in its parks.
- The Vendor shall maintain his/her display booth and operate in an orderly manner and shall comply with all City Ordinances and Codes applicable to such an operation.

- It is understood and agreed that the Vendor is acting as an independent contractor in his/her capacity hereunder. The Vendor shall be responsible for all acts or omissions of its employees and volunteers. Nothing contained in this Agreement or in the relationship of the Belfast Area Chamber and the Vendor shall be deemed to constitute a partnership, joint venture, or agency relationship between Arts in the Park and the Vendor.
- ARTS IN THE PARK has the sole right to determine eligibility for a product or a company in its exposition.
- ARTS IN THE PARK has the right to change the location of assigned Vendor space.
- Vendor agrees not to assign nor to sublet the allotted space.
- Vendor may display or advertise only goods and services normally created or offered in the course of its business. Vendor must not display items that have not been juried and may not display items that are not homemade/crafted.
- All Vendors agree to staff their booths during show hours.
- The Vendor shall always enforce strict discipline and good order among his/her employees and/or volunteers; and shall not employ any unfit person or anyone not skilled in the task assigned to him/her. The Vendor shall also be responsible for initiating, maintaining, and supervising all safety precautions in his/her assigned space.
- ARTS IN THE PARK reserves the right to restrict booth size, noise, character, lights, entertainment, and methods of operation that it deems objectionable. Any behavior or equipment that Management finds to detract from the general appearance and intention of the Arts in the Park may be grounds for eviction. Vendors are encouraged to check with Management before the Show regarding any item that Management might find objectionable.
- ARTS IN THE PARK has the right to establish rules for the show and the use of exhibit space covered by this agreement, including but not limited to placement of all decorations, signage, and display items. ARTS IN THE PARK may require the replacement or redecorating of an item, display, or booth and no costs shall accrue to Management because of such necessity. Vendors are responsible to cover or fix all areas ARTS IN THE PARK may consider unsightly at Vendor's expense. Should a Vendor not be finished with installation as specified in the show rules, Management may take steps to finish said installation at Vendor's expense. Should Vendor fail to follow Arts in the Park deadlines for installation in terms of occupying the agreed-upon booth space, ARTS IN THE PARK shall repossess said space and Vendor forfeits all claims to it and all monies paid. No Vendor shall dismantle, unpack, or vacate a stand prior to the end of the official show hours without the express written permission of CPL. ARTS IN THE PARK reserves the right to amend and enforce Arts in the Park regulations as it deems proper to assure the success of the event.
- Vendor is responsible for timely submittal of fees as required in the application. Should Vendor fail to make payments, ARTS IN THE PARK shall have the right to repossess any assigned space after notifying Vendor in writing of the intent to do so. In the event of default by Vendor,

Vendor remains responsible for payments due and assumes the responsibility for all enforcement costs incurred by ARTS IN THE PARK in collecting such fees.

- ARTS IN THE PARK shall have the authority to set event hours, which may change upon notice to Vendors.
- Distribution of Vendor literature and materials is limited to the confines of Vendor stand space.
- ARTS IN THE PARK reserves the right to place vendors using any or all of the criteria mentioned in this application. ARTS IN THE PARK is dedicated to making each show work for everyone. Complaints about final booth assignments will not facilitate a booth change in the current show, nor guarantee it in any future show.
- However, ARTS IN THE PARK uses the preferences as a guideline while taking into account several factors, like: map configuration, total number of vendors, space, and types of products being sold (among other considerations).
- There will be no adjusting booth location, nor any adjustments made to the booth orientation, without consultation with Arts in the Park personnel, who will be designated to make show decisions. We do have a lot of volunteers who work this event, but they are not administrators who can make show decisions.
- **PLEASE DO NOT BRING PETS** (Note: Service animals are welcome, but their purpose will be verified). While animals make wonderful companions, an arts festival is just not the place for your pet friend.
- There is limited City Wi-Fi at Steamboat Landing so please plan accordingly. We cannot guarantee internet access or connection speeds.
- **No parking spaces shall be reserved for Vendors.** Parks & Recreation has limited space for vendor parking nearby. There will be parking information provided with registration, and parking maps will be available upon request.
- As with any popular Maine destination, parking is limited at Steamboat Landing. A parking map is available here: [Parking Map Belfast Maine](#)
- Due to limited availability of food vendors, we may not have your dietary choices. We do our best but can't guarantee we'll have options for everyone. Please review the dining options in Belfast as we have many wonderful places nearby that also offer take out.
- Failure to comply with event regulations could result in disqualification of your participation.

<https://belfastmaine.org/arts-in-the-park/>

<https://www.facebook.com/ArtsintheParkBelfast/>

[#artsintheparkbelfast](#)