



## **ARTS IN THE PARK - BELFAST**

### **2025 EVENT RULES & GUIDELINES**

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

**Event Contact: Scott Smith, Belfast Area Chamber of Commerce**

**207-338-5900 | [aitp@belfastmaine.org](mailto:aitp@belfastmaine.org)**

#### **GENERAL INFORMATION**

The Belfast Area Chamber of Commerce invites you apply to the 29th annual Arts in the Park event on June 28 & 29, 2025, 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.

New in 2025, with updates made to public events, the City of Belfast has instituted new regulations for event parking. There is **NO PARKING AVAILABLE** on site for Vendors. Nearby spaces will be designated for handicap only. We further encourage Vendors to park in public all-day lots downtown and leave nearby street parking for event visitors. Parking maps will be made available closer to the event.

#### **ARTIST APPLICATION**

The 2025 application will be made available online beginning Monday, January 13<sup>th</sup>, open to full time or seasonal residents of the state of Maine. The application period closes Monday, February 24<sup>th</sup>. Printed applications must be dropped off or postmarked by Monday, February 24<sup>th</sup>.

#### **FOOD VENDORS**

If you are interested in participating, please contact Scott at the Chamber of Commerce to be considered.

## MUSICIANS

If you are interested in participating, please contact Scott at the Chamber of Commerce to be considered.

## 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, payment, 3 photos/images of artwork, 1 photo of booth set-up/presentation) 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. No half day/single day exhibitors.

Brokered or 'direct sales' items or products made outside of the state of Maine are prohibited. Applications by cooperatives or multiple artists under a business are prohibited.

## BOOTH AND FEES

A 10'x10' outdoor space will be available in the park. You must provide your own booth/tent set up. As a courtesy, volunteers will walk the event to see if single artists need a break during the weekend. They focus on artists who are solo so if you've come with another person, they may not check in with you. When you check in, please indicate if you'd like to have a volunteer relieve you.

Due to cost increase from the City's new event rental policy in 2025, our fees have changed. A single booth space for our two-day event is **\$240.00**. There is a non-refundable jurying fee of **\$35.00** that must accompany your booth payment. Total cost: **\$275.00**. If you would like a second booth space (20'x10'), add an additional \$240 (Total cost: \$515). 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 taking into consideration of representation at previous events; the date an application is received; the amount of space requested; handicapped needs and compatibility of vendors. Arts in the Park, however, reserves the right in its sole discretion to use other assignment criteria. We do not guarantee that you will have the same space as prior years.

Arts in the Park cannot guarantee that a Vendor exhibiting similar products, or a competitor, will not be located in a nearby space. We do aim not to put two similar vendors side by side.

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.

## EVENT SET UP

Artists and food vendors are encouraged to set up any time after 11:00 am on Friday, June 27th. 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 28th. 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 safe for pedestrians, please drop off your materials in your booth space and move your vehicle. Please remember we are using a public park which is widely visited by the community.

Vendors will access the park with their vehicles via the main gate at the front of Steamboat Landing Park by the Belfast Boathouse. There is also access to enter the park via the paved Harborwalk trail. **DO NOT drive down the Harborwalk unaccompanied.** It is a public way for pedestrians. Event staff will walk ahead of your vehicle for safety.

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

Overnight, Friday the 28th and Saturday the 29th, there will be a volunteer(s) with eyes on the park and local law enforcement is aware and will pass-by as well. Official security is not provided by Arts in the Park. Vendors are solely and fully responsible for their own exhibits, property, and persons, and should insure against any loss or damage.

**There is no reserved parking for Vendors.** Nearby spaces will be designated for handicap only. We further encourage Vendors to park in public all-day lots downtown and leave nearby street parking for event visitors. Parking maps will be made available closer to the event.

## EVENT TAKE DOWN on Sunday after 4 pm:

This event works with cooperation from everyone. Take down can begin only 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 90 min. for the majority of vendors to pack up and leave. To expedite the process and keep everyone safe, please adhere to the following:

- Check in with Event Staff at the main gate when you are ready.
- **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 and not cause there to be vehicles blocking the thru-way.
- We will allow a limited number of vehicles onto the grounds to keep the lanes open and everyone safe. When you are packed up, please exit so we may bring in other vehicles.
- **DO NOT drive down the Harborwalk unaccompanied.** It is a public way for pedestrians. Event staff will walk ahead of your vehicle for safety.

## CANCELLATIONS

- Pre-Event: 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 15<sup>th</sup>, 2025. There will be a \$50 processing fee for cancellations. There are no refunds for cancellations after April 15<sup>th</sup> as we do not have ample time to fill spaces and need to cover event costs.
- Event Time: We advertise this event as rain or shine, but Arts in the Park reserves the right to postpone or cancel the show at any time due to any significant event.

## ADDITIONAL INFORMATION

- **THERE IS NO SMOKING OF ANY KIND** on City property and in its parks.
- The Vendor shall maintain their 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 their 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 the event.
- 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 submitted and juried by the committee.
- All Vendors agree to staff their booths during show hours.
- Vendor shall always enforce strict discipline and good order among their employees and/or volunteers; and shall not employ any unfit person or anyone not skilled in the task assigned to them. Vendor shall also be responsible for initiating, maintaining, and supervising all safety precautions in their 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.

- No Vendor shall dismantle, unpack, or vacate a stand prior to the end of the official show hours without the permission of ARTS IN THE PARK. AITP reserves the right to amend and enforce event regulations as it deems proper to assure the success of the event.
- 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's space. Vendor may have materials promoting their own artwork, business, or future events.
- Arts in the Park reserves the right to place vendors using any or all the criteria mentioned in their application. AITP 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, AITP takes into account several factors, such as map configuration, total number of vendors, space, accessibility, 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 management, who will be designated to make show decisions. There are volunteers who assist at this event, but they are not administrators who can make show decisions.
- **PLEASE DO NOT BRING PETS** (Note: Service animals are welcome, but please verify with Event staff). While animals make wonderful companions, this event is held in a public City park and Arts in the Park is not responsible for interactions with other people and pets.
- There is limited City Wi-Fi at Steamboat Landing Park so please plan accordingly. We cannot guarantee internet access or connection speeds.
- 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 downtown and within walking distance that also offer take-out.
- Failure to comply with event regulations could result in disqualification of your participation.

For More Information:

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

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

<https://www.instagram.com/artsinthepark.belfast>

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