



2024 FESTIVAL RULES AND PROCEDURES

Artist Selection

All submitted applications through Zapplication are reviewed and juried before acceptance is offered. Previous Festival participation does not guarantee acceptance and each Applicant understands that the City may reject an Applicant for any or no reason. Artists may jury in more than one category, but not with the same body of work. Only one application may be submitted per body of work with a jury fee for each category. Artist must use the same name for both applications. It is the work of the artist that is juried; therefore, any change will require approval from the Festival Director before the show. Absolutely no consideration will be made if the work is of a different category. The jury committee or Festival management reserves the right to refuse exhibition of work that is not consistent with the submitted images. The City reserves the right to grant exclusive rights to any product/item deemed appropriate for the festival.

Artists whose work is selected in multiple categories will exhibit in one booth space. Submitted application and signature on the Artist Agreement (for those invited) confirms acceptance that noncompliance can result in expulsion from the current Festival and ineligibility to exhibit for a period of at least two years.

Artist Eligibility

Artists may only exhibit work in the medium(s) in which they are juried and all work exhibited must be original art produced by the exhibiting artist(s). Work done by a production studio, in classes or workshops, "Buy-Sell" and/or imports, work from kits, commercial designs, and derivative work is prohibited. No machine tooling, machine-screened patterns or other forms of mass production are permitted on all work crafted from fibers, including basketry, embroidery, weaving, leatherwork, tapestry and papermaking. No factory-produced wearable items, regardless of additional modification or enhancement by the artist, may be exhibited. Festival Director reserves the right to refuse exhibition of work that is not consistent with the application submitted images and festival rules. If an artist is removed from the show for noncompliance of the rules, no booth fee refund or compensation will be made.

Only limited edition, signed, and numbered reproductions of artworks are allowed. Artist must define "limited edition" through their Artist Statement and must disclose their process to the buyer. Original art must occupy more than 75% of the applicant's booth space. Postcards, t-shirts, books, note cards, posters, or any other offset reproductions are not permitted. Cottonwood Art Festival will have the right to identify Artist as a participating Artist and use Artist's name and trademarks in advertising and promoting Cottonwood Art Festival.

Artist Payment

Booth fees and a signed Artist Agreement are due by February 19, 2024, to confirm participation. All payments will be made on ZAPP. Artist payment to the festival is not tax-deductible under the federal income tax laws or otherwise.

Booth Assignments

Booth assignments are made after receipt of payment and artist agreement. Booth locations are assigned by the Festival Director and artists will have the option to provide up to three preferred booth location requests at the time of payment. Requests will be viewed in order of payment received; however location request are not guaranteed. Artist requesting a double booth must purchase a double booth, available on a first-come, first-

served basis starting the day the acceptance emails are sent. No booth assignments changes will be honored on-site.

Booth Space

Booth spaces are approximately 13' x 13' depending on location. All artists must be present on-site during the entire festival and exhibit during the festival hours. No spouses or other representatives will be permitted in place of the artist. Cottonwood does not allow sharing of booths except under extraordinary circumstances and ONLY if prior approval is provided in writing from the director.

Absolutely no consideration is given if the request is made at the time of set-up or during the show. No consideration is given if the request is made at the time of set-up or during the show. Booth and display must remain intact during all hours of the show.

Tent

Artists are not permitted to use cheaply made, light-weight, accordion-style pop-up tents. Tents must be clean, WHITE, commercial, or professional grade, fire retardant, with at least 40 pounds of weight securely fastened (not dangling) on each corner and with stabilizing maneuvers that provide maximum safety. "In-ground" stakes, such as straight or hammer-driven, will not be permitted without additional weights. Any variation is prohibited and will result in the artist being excluded from the festival without compensation or consideration.

Artist may rent a tent through City of Richardson tent vendor, Bright Event Rentals at (512) 786-5035. All rented tents must be set-up the Wednesday prior to the start of the festival.

Electricity

Electricity must be requested and paid for at the time of acceptance. If requested, artists are allotted one 110v/20a per booth for \$90 a booth. Maximum wattage is 400. If incorrect amperage is used, Artist will be responsible for any damages to the festival as well as additional expenses required to make artist's booth functional. Costs incurred by the festival will be charged to the artist and must be paid at the festival's conclusion. Generators are prohibited. Only outdoor-rated extension cords are permitted and must be a minimum 12 gauge with grounds for any source.

Sales and Sales Tax

Artist is responsible for collecting and safekeeping its money and property and the festival assumes no responsibility for lost or stolen money. Cottonwood will not provide change for Artist. Artist is responsible for collecting and reporting all taxes for sales made during the festival and reporting them as being sold in Richardson, TX. The state sales tax rate is 8.25%. For more information on filing call 1- 800-252-5555 or visit www.window.state.tx.us.

Insurance

Artists are responsible for proper insurance and protection of work during Festival hours and set-up. The City of Richardson or Cottonwood Art Festival will not be responsible for damage to work or set-up for any reason. All artists are encouraged to maintain insurance.

Security

There will be security presence throughout both days of the festival. Merchandise may be left overnight at the artist's risk and responsibility. Cottonwood will provide after-hours security for the festival area only.

Check-In

A picture ID is required at artist check-in by all participating artists, including collaborators and partners. Artists may not set-up until they have provided proof of their presence at the check-in location. Artist must wear Cottonwood identification badge at all times throughout the show and may not load-in without it.

Load-In Schedule

Thursday - 12 p.m. – 3 p.m.: Vehicles 40 ft or longer, 3 p.m. – 9 p.m.: Open to all

Friday - 9 a.m. – 10 p.m.: Open to all

Saturday - 7 a.m. – 9 a.m.: Open to all

Each Artist will have one hour to unload and must move their vehicle to artist parking once complete. No vehicles are allowed to park on the grass or sidewalks. Unloading is done from the curb; a dolly is highly recommended. A Boy Scout Troop is available on the festival site to assist Artist during load in. To schedule in advance or if you would like more information regarding assistance, please call 214-693- 0934.

Load-Out

No early breakdown is allowed; Festival officially closes Sunday at 5 p.m. and due to safety concerns, the street will not be opened until patrons have cleared the roadway. Artist vehicles are not allowed on site until the street is opened and Artist have obtained a load-out pass. Passes are issued by the Boy Scouts once Artist booth area is completely broken down, packed up and ready to load out.

Artist Parking

Artist parking on Saturday and Sunday is located across from Cottonwood Park at the Richardson High School football stadium parking lot (located on Belt Line Rd.). Thursday and Friday parking after set-up is located on the west side of Cottonwood Park. On Saturday and Sunday festival staff will be available in the stadium parking lot to check Artist in starting at 7 am. Artist can NOT park on any residential or adjacent streets to the park or Festival grounds during. RVs or unhitched trailers of any kind are ONLY allowed to park in the festival Artist designated parking lot.