

Cottonwood

ART FESTIVAL

There's an art to having fun!

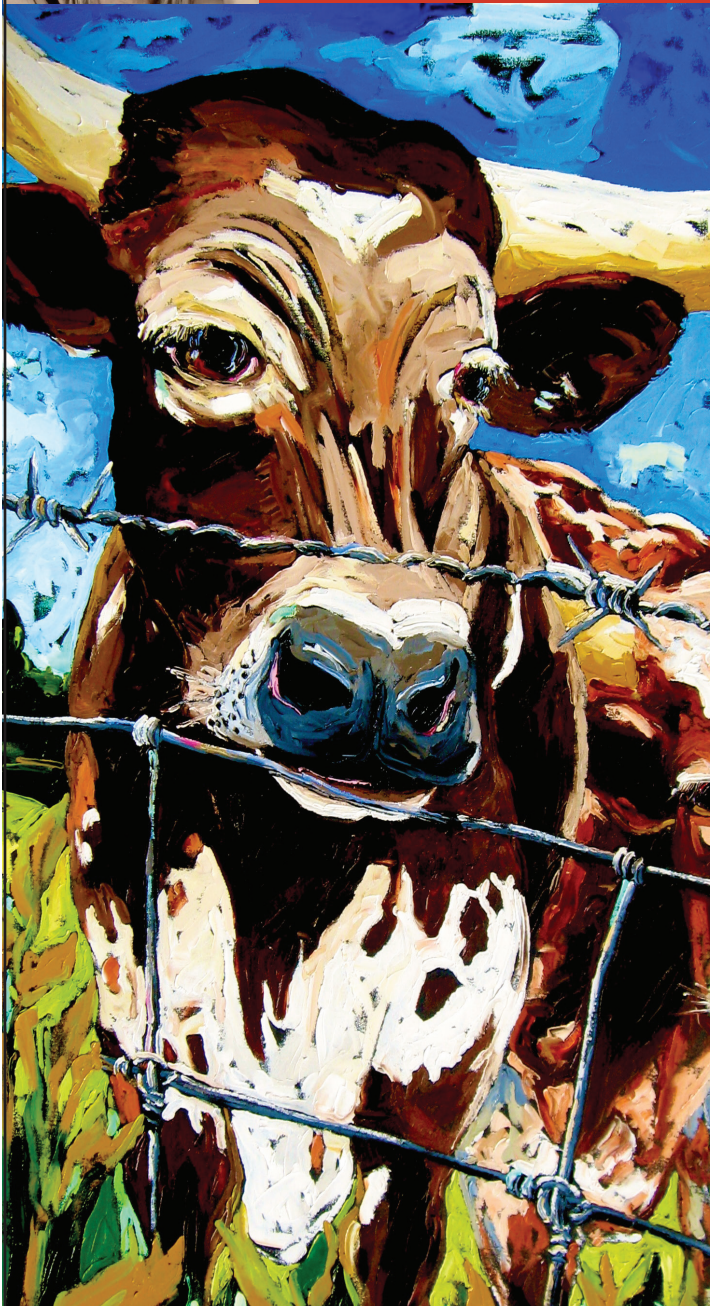
MAY 2-3, 2026

SATURDAY: 10AM - 7PM

SUNDAY: 10AM - 5PM

COTTONWOOD PARK • RICHARDSON, TX

SPRING 2026
FEATURED ARTIST:
Julia Gilmore



WELCOME ARTISTS! Get Social and Connect with Cottonwood

We are here to ensure you have a great show, and the buyers attend! All of our exhibiting artists are featured in our virtual gallery on the Cottonwood website. The gallery includes an image of your work and website URL.

Cottonwood Art Festival connects with our followers on our social sites, and we invite you to use the links below to connect with us throughout the year. Our dedicated PR team works hard to curate content leading up to the festival, as well as take photos and videos throughout the weekend for live coverage, and promote every aspect of the festival.

We also love collaborating with you on your social sites! Don't forget to tag @CottonwoodArtFest as a collaborator when posting your video, reels, or posts so that we can broaden your reach to our audiences!

- Hashtag: #CottonwoodArtFest
- Facebook: @CottonwoodArtFestival
- Instagram: @cottonwoodartfest
- YouTube: <http://www.youtube.com/c/Cottonwoodartfestivaltexas>
- Website: www.cottonwoodartfestival.com



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THE MOVE-IN AND MOVE-OUT SCOOP



Check-In Hours

THURSDAY, APR 30 : Noon – 2:00 p.m.

Reserved for artists driving vehicles and trailers 40 ft. or longer, by reservation ONLY. To reserve a spot during this time. email dianna.lawrence@cor.gov.

THURSDAY, APR 30 : 2:00 p.m. – 7:00 p.m.

FRIDAY, MAY 1 : 9:00 a.m. – 8:00 p.m.

Saturday, MAY 2 : 7:00 a.m. – 8:00 a.m

Address of Artist Check-In:

1348 Dumont St., Richardson, TX

Check-In Requirements

- A photo ID is required to check in (any lead artist and collaborator(s)). Proxy or “helpers” are not permitted to check-in for you or arrive early to set up your booth in your absence. No artist may set up until they have checked in – no exceptions. If both/all artists are not available for check-in, you will not be permitted to set up OR exhibit during the weekend of the festival, and no consideration will be made to refund any associated fees.
- Cottonwood will issue you an Artist Credential upon check-in, which must be worn at all times throughout the festival weekend, including during load-in and load-out.
- If your booth is located adjacent to Beltline, Rd. near the main entrance of the festival, you must check in first, and are subject to the one-hour load-in limit (see below).

Tear Down and Load-Out

- Artists are not allowed to tear down before Sunday at 5:00 p.m. (when the festival closes).
- You must tear down your booth completely before obtaining a load-out pass to get in line and enter the park with your vehicle.
- Once you tear down your booth, check in with the Boy Scouts/Artist Relations Team by festival headquarters to receive a load-out pass. Passes will be issued only when your booth area is completely torn down and packed.
- If you wish to load-out from Belt Line Rd, you must have a load-out pass and artist ID badge to park and load-up.
- You will enter the park to load-put from the same entrance you used during load-in. Load-in passes are required to enter the park.

Load-In and Set Up Procedures

Cottonwood Park provides limited space for artist load-in, however, our dedicated staff works hard to ensure it is efficient and easy for you. We ask that you help us help you by following the following directions:

- Set-up is permitted only after you have checked in.
- Once you have checked in, you will load into the park from the south side (driving on a sidewalk through the park).
- At the second check-in point, staff will direct you to a parking location on the main drive, as close to your booth as we can get you.
- YOU WILL HAVE ONE HOUR, PER ARTIST, TO UNLOAD YOUR VEHICLE AND MOVE ITEMS TO YOUR BOOTH LOCATION
- Unloading is done from the curb, and a dolly or cart is highly recommended.
- Once unloaded, you will be required to move your vehicle to the designated Artist parking location off-site. You can then return to your booth to resume setting up.
- Booth spaces will be approximately 13 x 13 depending on location.
- There will be no on-site booth change requests.
- Clean white tents only, with 40 lb weight per leg are required.

Load-In Assistance

Local Boy Scout Troop 1001 is available to assist artists during load-in and load-out each day until 7:00 p.m. Scouts can help move items to and from your assigned booth; however, booth setup and construction remain the responsibility of the artist. As our Artist Relations team, the scouts also provide booth sitting and assist buyers with large art pickups throughout the weekend. These services are offered as a fundraiser to support the troop's community outreach and service projects. You may request assistance at festival check-in or schedule in advance by calling 214.693.0934. Scouts are also available by phone or text during the weekend as needed.

ARTIST PARTY IN THE PARK

Friday, May 1, 6:30 p.m.
Cottonwood Park Courtyard

Our traditional Cottonwood party in the park gives us the opportunity to celebrate you, our exhibiting artists! Enjoy an evening in the Courtyard that includes three complimentary drinks (cash bar to follow), dinner, and live music. This is also a great opportunity to network with your fellow artists, festival VIPs such as local dignitaries and Dallas area company executives. We also encourage you to utilize your tickets to invite a collector or potential buyer on your behalf. Two admission tickets will be provided to you at check-in and your complimentary drink tickets will be available at the entrance of the party. Come dressed as you are!

Festival Rules

The following policies and rules have been established by Cottonwood Art Festival to ensure quality and integrity of the show.

- All artists must be present on-site during the entire festival. No spouses or other representatives will be permitted in place of the artist.
- 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. Artists selling work that is not their own will be removed from the festival with no refund.
- Artists may only exhibit work in the medium(s) in which they are accepted (juried). The jury committee or festival staff reserves the right to refuse exhibition of work that is not consistent with the submitted images and the rules listed above. Failure to comply will result in immediate removal from the festival with no refund.
- 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. In the case of photographers and printmakers, this means gallery quality framed work.
- All work must be crafted from fibers including basketry, embroidery, weaving, leather-work, tapestry and paper-making. No machine tooling, machine-screened patterns or other forms of mass production are permitted. No factory produced wearable items, regardless of additional modification or enhancement by the artist, may be exhibited.
- Artists may not sell promotional items such as postcards, note-cards, calendars, t-shirts or photocopies and/offset reproductions of any kind.
- Booth and display must remain intact during all hours of the show.
- Artists must comply with all safety requirements, and vehicles must be parked only in designated areas. Noncompliance will result in elimination from consideration for any future festivals.
- Artists are responsible for proper insurance and protection of work 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.
- Artists are responsible for collecting and reporting all taxes for all sales made during the show and reports them as being sold in Richardson, Texas. Texas Sales Tax ID # is required for ALL participating artists.
- No refunds or preferred treatment can be made for inclement weather or any other causes not in the control of the City of Richardson and Cottonwood Art Festival. If the City of Richardson is required for reasons beyond its control to postpone, shorten or cancel Cottonwood Art Festival, no artist shall have any right or claim for any damages whether direct, indirect or consequential, arising or alleged arise by reason of postponement or cancellation of the event.



FRIENDLY REMINDERS



Artist Parking

Thursday & Friday: Located on the west side of the park behind the Dal-Rich shopping center. (across Cottonwood Street)

Saturday & Sunday: Located across the park on Beltline Rd. at Richardson High School (football stadium parking lot)

- Starting Saturday, staff will be at the High School each morning at 7:00 a.m. to check each artist into the designated parking.
- A shuttle bus will run Saturday and Sunday from 7:00 a.m. – 8:00 p.m. each day.
- Any artist who does not park in the designated parking lot starting Saturday will be asked to move their vehicle.
- YOU ARE NOT ALLOWED TO PARK ON COTTONWOOD DRIVE on the west side of the park, as festival attendees are encouraged to park there so they can access your booths more easily!

Rentals

Any and all rentals (tents, tables, chairs) must go through our authorized supplier – Bright Rentals. No other tent company or vendor will be permitted on the Festival site. (This is a safety and security measure, and Cottonwood does not benefit from the rental of tents. The rental agreement is between you and Bright.)

If you wish to rent with Bright, contact Charlie at Charlie@bright.com or call 714-483-7412.

Artist Communication

You will receive periodic emails from us with updates and we encourage you to read them so there will be no surprises upon arrival. Your direct contact related to the festival:

Dianna Lawrence, CFEE, Executive Director

972-744-4583 (Direct)

214-505-4472 (Cell)

dianna.lawrence@cor.gov

Additionally, Carol Ozlowski, our Artist Relations Manager, is available and on-site to help as needed!

Taxes

Artists are responsible for collecting taxes for all sales made during the show and reporting them as being sold in Richardson, Texas. It is the responsibility of the artist to apply for the Texas State Sales Tax ID#. The state sales tax rate is 8.25%. For more information on filing, call: 1-800-252-5555 or go to www.window.state.tx.us

Artist Hospitality Tent

Located on the southeast side of the park by the food area, our friendly volunteers invite you to enjoy an early morning coffee, water, snacks, and fruit throughout the day.

Security

The City of Richardson and a private security company will provide 24-hour security. We ask that you close and secure your booth each night safely and securely, as well as secure any and all personal belongings during the day. Cottonwood Art Festival is not responsible for theft or damage.

Inclement Weather and Emergency Notification

Cottonwood prioritizes the safety of all artists and attendees when determining the need to evacuate the park due to inclement weather. As a safety protocol, the festival site will be evacuated when any lightning is detected within 10 miles of the festival center. This may include a severe threat of rain, wind or hail. If no threat is then detected within 30 minutes of evacuation, festival operations will resume. ALL emergency notifications are sent via cell phone through an automated system. We will register your cell phone number with our system and send out notifications as needed to alert you of emergencies. Please don't turn off your cell phone overnight. We will also send out emergency notification messages through email.

Artist Accommodations

Courtyard Dallas Richardson at Spring Valley is the official host hotel for Cottonwood Art Festival, offering a discounted rate for our Artists. Located in Richardson, the hotel is just a few blocks from US 75 and Spring Valley Rd. To reserve your room at a discounted rate, please call 972-235-5000, or visit cottonwoodartfestival.com

COTTONWOOD PARK



LEGEND

- FEATURED ARTIST JULIA GILMORE
- CRAFT BEER GARDEN WINE/MARGARITAS
- FOOD/ BEVERAGES
- RESTROOMS
- SHUTTLE BUSS PICK UP/ DROP OFF
- COURTYARD MAIN STAGE
- Art Stop CHILDREN'S AREA
- ARTISTS HOSPITALITY
- BICYCLE PARKING
- ACOUSTIC STAGE
- INFORMATION & FESTIVAL BOUTIQUE
- EMERGING ARTIST

• Cottonwood is held within a park, which includes grass and some uneven areas. Curb cut outs for accessibility from the street to the grass are noted in black.