

Rules

Exhibitors are required to read all information mailed to them and will be held responsible for knowing the information.

Exhibitors may only sell items that were accepted in the jury process. Only handcrafted work by the selling artist is acceptable.

Commercial molds, kits, patterns, resale items or mass produced items will not be allowed.

All exhibitors and collaborating artists are required to be present for all scheduled days of the event. No sales people or hired sales agents are allowed.

Exhibitors are responsible to collect and report all sales tax.

No exhibitor's vehicles will be allowed inside show grounds at any time.

To receive special considerations or specific booth requests, exhibitor's needs must be indicated on the application.

Exhibitors must be set up on time and may not start to tear down until after 5:00 p.m. on August 26th.

If anyone is found in violation of the above, they will be asked to leave without a refund and they will not be allowed to participate in any future event.



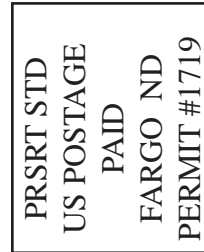
General Information

For 36 years the Fargo Park District has been celebrating the talents of artisans and craftsmen first at Trollwood Park's Christmas Bazaar and now at the Island Park Show. The show has grown into an annual tradition and now is the time to apply!

Island Park Show is located in Fargo's oldest and most historic park. The site provides a lovely festival setting with green grass, flowerbeds and magnificent trees that provide shade over all.

The air is filled with excitement for the over 12,000 attendees taking in the arts and crafts show over a two-day period. People have great fun making purchases for themselves, their homes and as gifts. Annually the exhibitor's work is juried to find a wide assortment of products to fill the 180 fine arts and original crafts booths. There are free stage performances all day long. Favorite fair foods compliment the event.

You will want to be a part of the exciting festival of original crafts and fine arts called the Island Park Show, 2012! Apply now!



Fargo Park District
701 Main Avenue
Fargo, ND 58103

2012 Application

36th Annual

Island Park Show

A Festival of Original Crafts
and Fine Arts

August 25 & 26, 2012
10:00am - 5:00pm



Department of Cultural Activities
Fargo Park District
701 Main Avenue
Fargo, ND 58103
Phone: 701-499-7788
Fax: 701-241-8266
www.fargoparks.com

Application Deadline:
February 15, 2012



Digital Pictures

The digital pictures are your resume. Judges consider and base their scores on the presentation of your work.

Submit four digital pictures. **Three** of your work and **one** of the full display setup.

Pictures must be burned to a CD and each picture must meet the following requirements:

- 467x700 pixels or no greater than 3x5 inches
- no more than 72 dpi
- saved in the form of jpg or gif

Label each CD with your printed name and personal identification number.

Insurance

Each exhibitor must provide a **Certificate of General Liability Insurance** with at least \$500,000.00 general liability coverage. The Fargo Park District must be listed as **Additional Insured**. Your **Certificate of Insurance** must be received in our office by June 13, 2012. Expiration dates must include show dates.

The Fargo Park District requires General Liability Business Insurance with the Fargo Park District listed as Additional Insured. Homeowners Insurance will not be accepted as it does not cover business activities. Homeowners insurance with a business endorsement will be accepted with the proper Certificate and Additional Insured.

Please check with your insurance agent to confirm you have the proper insurance before applying to the show. The Fargo Park District will cancel vendor booth space if proper Certificate of Insurance with Additional Insured is not supplied. Applicants and Insurance Agents are encouraged to contact the Fargo Park District with questions.

Procedures

1. Fill out the application form inserted in this brochure. Type or print clearly using black ink.

2. Use a separate application form for each media application. Artists may apply in one, two or three medias. Additional copies of the application can be printed from the website:

www.fargoparks.com/se_islandpark.html

3. It is required that you mail each media application separately including different sets of CDs and return envelopes. (2 medias = 2 completely separate applications but only one check).

4. Enclose a CD with four digital photos on it. If you wish to have the CD returned, please enclose a self-addressed, stamped envelope of sufficient size to return the disk.

5. Applications must be accompanied by one business size, self addressed stamped envelope (SASE).

6. Enclose check. If applying in more than one media, write the media number of application in which the check is included on each application.

7. The postmark deadline is February 15, 2012. The Fargo Park District reserves the right to include or exclude applications as it deems necessary.

8. For more information contact:
Samantha Larson-Frobig, Program Coordinator
phone: 701-499-7781
email: slarson-frobig@fargoparks.com

Additional photos and documentation may be required upon request.

Personal Identification Number

Use the last six digits of your social security number or last six digits from your federal tax ID number.

ID number must appear on your application, digital photos and your check or you will not be juried.

Fees

No jury fee.

No extra charge for electricity or garbage pick up. \$163.00 for a 12' x 12' space

Booth Fees Include:

- Space rental
- Booth sign
- Listing in event brochure
- Regional advertising campaign
- Exhibitor's amenities

Checks payable to Fargo Park District

Applicant Check List

- _____ Complete application form
- _____ Check payable to Fargo Park District
- _____ Copy of **Certificate of Insurance** with the Fargo Park District listed as **Additional Insured**
- _____ Business size SASE with single stamp for notice of jury decision
- _____ CD containing no more than 4 digital photos with appropriate sized SASE if you wish to have CD returned

Remember that you must submit each application in a separate envelope. (Limited to 3 media categories.)

**Mail To: Fargo Park District
Attn: Island Park Show
701 Main Ave
Fargo, ND 58103**

Jury Process

A panel of four craftspersons will jury submitted digital photos electronically in late February.

Artists are identified by personal identification number only.

Sets of digital pictures are presented in media order.

Jurors view each set of four pictures simultaneously in a two row format. The description of your work will be made available to jurors.

Judges assign numerical values to pictures based on criteria of originality, design, creativity, diversity and quality of work as presented in the digital pictures.

Final scores are tabulated and used to determine acceptance into the show. Promoter reserves the right to balance selection of media.

Notification will be sent on March 23, 2012. CDs will be returned with notification if SASE is provided.

CHECK CASHING POLICY:

All checks will be cashed immediately. We will not hold any checks beyond two weeks of receiving them. Refund checks for unaccepted applications will be sent March 23, 2012.

In order for accepted applicants to receive a full refund, all cancellations must be sent in writing by April 15, 2012.

Space assignments and information packet will be mailed no later than 3 weeks before the show.

Booth space is non transferable and exhibitors are restricted to 12 x 12 space.

Exhibitors must provide own display units, canopies, tables and chairs (no trailers).