

**Harbor Springs Community Programs**  
**45th Annual 4<sup>th</sup> of July Juried Art Show**  
**APPLICATION SUBMISSION INSTRUCTIONS**

**\*2021 ADAPTATIONS TO SHOW RULES\***

Due to our current circumstances of COVID-19, several adaptations have been made for this year's show [we reserve the right to carry these changes on to next year or revert to prior formats].

- The number of artists for this year's show is being limited to **80**. This is to allow for proper spacing within our venue.
- Artists who went through the 2020 jury process and were accepted to the 2020 show do **NOT** need to fill out the application again, but **DO need to confirm** their wish to participate by the end of the application window. **All remaining booths will be filled with new applicants** who have been approved through the 2021 jury process.
- The show hours are from **10 am to 5 pm** this year.
- Set-up will begin at **6:30 am the day of the show**.
- Fees for the show have been changed this year. The price for a SINGLE booth will be **\$250** and for a DOUBLE booth the price will be **\$450**. This fee includes a non-refundable \$25 jury handling fee.
- Spaces between booths will be between **8-10ft**
- As we progress towards the show additional changes or adaptations may be made in order to adhere to current health department guidelines, the artists will be kept up to date as we come closer to the date of the event.

We appreciate your understanding when it comes to these changes. We strive to hold the best show we can, all while being safe and compliant with the guidelines set forth by our health department, community and state.

*Jenna Talcott, Art Show Director ~ Kelcey Coveyou, Art Show Assistant Director*

500 Spring Street, Harbor Springs, Michigan 49740 ~ artshow@harborps.org ~ Telephone (231) 450-0232 ~  
www.harborps.org

## **ONE APPLICATION PER ARTIST/MEDIUM**

Business partners or spouses must apply separately unless they are occupying the same booth space. Single artist may apply for two spaces either to display their work in two separate media or to display one medium in a double space. There are a limited number of double spaces available. Artists applying in two different medium categories must submit an application and slides for both media. Please do not apply in more than one category with the same body of work.

## **THE APPLICATION PROCESS**

There are three parts to the application process.

### **1) Online Application**

Follow the link below to take you to the 45<sup>th</sup> Annual Harbor Springs 4<sup>th</sup> of July Art Show Informational part of the application.

<https://forms.gle/MWzjA2vx3ewAVMkW7>

Fill out all of the fields listed per the directions.

### **2) Email Images**

**Three photos of your work, and one of your stocked display space.** All photos must be of high quality in JPG format, and be a true representation of your work as a whole. Any attempt to misrepresent yourself will exclude you from future shows. Please label the photos: last name\_first name\_1, last name\_first name\_2, last name\_first name\_3, and last name\_first name\_booth. And e-mail them to [artshow@harborps.org](mailto:artshow@harborps.org), with the subject line: ART SHOW SLIDES and BUSINESS NAME.

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### **3) Payment [Online or Check]**

Payment for a single booth is **\$250.00** If applying for a double booth the fee is **\$450.00**.

This payment includes the non-refundable jury/handling fee of \$25 and your general booth fee. Please make sure that you choose the correct one when you are registering online. Only a limited amount of double booths are available.

#### **Online:**

This year we are once again using our Harbor Springs Community Schools registration program for payment. The program platform has change from previous years.

#### **Instruction for Online Payment is as follows:**

- Please go to our online catalog (linked on our webpage as well)
- <https://payments.efundsforschools.com/v3/districts/55897/>
  
- You will can create an account with this new program or check out as a guest.
- Look for Pay for Art Show Registration
- Enter the amount based on your choice of a single or double booth and follow the instructions for payment.

**If you are not accepted into the art show, your booth fee (\$225 or \$425) will be credited back to your Credit Card/Debit Card.**

**There is a convenience fee for the use of a credit card it is \$2.65 for every \$100 or portion thereof and for checking payments it is \$1.00 flat fee for every transaction.**

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### **Check:**

If you choose to opt out of using our online payment option, you may send the check for the payment of a single or double booth to:

**Harbor Springs Public Schools  
Attn: Jenna Talcott, 4<sup>th</sup> of July Art Show Director  
800 S. State Street  
Harbor Springs, MI 49740**

If sending a check, include your name and email. A confirmation of your check being received will be send to you upon its arrive. Please remember mail is checked on business days only and winter weather can affect its arrival.

Once all three parts of the application have been received, we will begin processing your application. ☺

**Checks may be held till judging is completed to prevent having to reissue refund checks.**

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## **RULES OF PARTICIPATION**

All work must be designed and executed by the accepted artist. Commercial or imported items, items made from kits or mass-produced items are not accepted. Any person exhibiting arts/crafts that have any resemblance to such item or items that are presented at time of application are subject to immediate dismissal from the show. Qualifiers will circulate at random during the show to ensure that all work shown is in compliance with these guidelines.

1. Artists must be present during all hours of the show. Agents for the artist are not acceptable.

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2. Exhibitors may not share booth space unless they have submitted a joint application and have been accepted as such.
3. The number of exhibitors in certain categories will be limited.
4. No food products are to be sold by art show exhibitors.
5. Exhibitors are responsible for payment of their own State and Federal taxes.

## **APPLICATION AND REGISTRATION DEADLINES**

Exhibitors must submit the online application and images by April 30<sup>th</sup>, 2021. Applicants will be juried in the month May by a panel of art professionals and community members. All artists will be notified by May 15<sup>th</sup>, 2021 whether or not they have been accepted into the show. We understand your desire to know if you were accepted into the show, but **please do not call**. Results will NOT be given over the phone. **We will e-mail out the results as soon as possible, so PLEASE make sure all your information is correctly entered on the application.** If you have not heard anything by May 30th, please contact Jenna Talcott at (231) 450-0232. To ensure we have your correct e-mail.

**The Harbor Springs Community Programs 4<sup>th</sup> of July Art Show staff reserves the right to accept or reject any exhibitor.**

## **BOOTH SPACE**

The booth space allotment is 10ft X 10ft. **The fee is \$250 (single) or \$450 (double) including the \$25 non refundable jury/handling fee.** Booth fees are non- refundable once accepted. The Art Show Director assigns all spaces and has the right to deny a request or change an exhibitor space if it is deemed necessary. Artists will be notified by June 1st where their booth space in the park is, so they can notify their patrons and plan. Every effort is made to meet the requests of each artist, but not everyone can have a corner booth or be in a certain spot. Once assigned, booth spaces are non-negotiable, **please do not call**, your location will not be changed. The exhibitor's full cooperation is expected in all of the above.

*Jenna Talcott, Art Show Director ~ Kelcey Coveyou, Art Show Assistant Director*

## **DAY OF THE SHOW**

The show hours are from **10 am to 5 pm** this year.

Set-up will begin at **6:30 am the day of the show.**

Parking in Harbor Springs is always a concern. Please be considerate of the car and pedestrian traffic. We will **be loading and unloading only along Main Street and Bay Street**. There will be **NO** driving on the park grounds. The lower street, Bay Street, will have limited traffic, as we will be using both sides of the park.

Parking is limited so please allow plenty of time to unload, park your vehicle, and then set up your booth.

**Setting up the evening before is prohibited by city ordinances.**

We thank you for your cooperation in this matter.

**We look forward to working with you!**

**Jenna Talcott and Kelcey Coveyou**

Art Show Directors

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