



East Lansing Art Festival Participation Rules

By submitting your application to the East Lansing Art Festival (ELAF) you agree to abide by all festival rules and legal agreement. Failure to comply with any of these rules will result in immediate removal from the show and disqualification from other East Lansing Art Festival events.

Photo ID will be required at check-in for the accepted, primary artist as indicated on the artist application and collaborator (if applicable).

All work exhibited and sold at the East Lansing Art Festival (ELAF) must be original and of the artist's own creation. Artist guarantees the accuracy of the description of the works presented and the authenticity of the work as the creation of their own hands. ELAF Board of Directors reserves the right to determine which applicants meet eligibility requirements.

Applications must include a 500 characters or less Technical Description of your artwork. The description should include technique or other information to assist the jury in defining what they are seeing in the submitted images.

ELAF reserves the right to question any applicant about his/her creative practice prior to jurying, prior to or during the festival. Including, but not limited to, requiring photos and/or video of the studio and artist working. ELAF reserves the right to disqualify any applicant or exhibitor whose artwork is made in a production studio, as defined as; a process consisting of multiple individuals (other than artists) who design, fabricate and assemble the artwork contained with the application.

Only artists accepted in the jewelry category may exhibit jewelry; all jewelry, regardless of material must be juried in the jewelry category.

Prohibited items:

- Buy/sell and manufactured items of any kind are prohibited.
- Representatives and large studio work
- food items of any kind
- beauty products
- candles
- t-shirts

Mass-produced items with reproduced artwork such as postcards, books, note cards, posters, magnets etc.

All artwork must be properly identified with no misleading labels:

Applicants featuring ineligible items in their application images will be disqualified during the application jury process. The ELAF Board of directors may ask exhibiting artists to remove such from display during the festival and reserves the right to remove exhibitors from the festival if they have been accepted under false pretenses by misrepresented their work during the application jury process.

REPRODUCTIONS

Reproductions include any method of making multiple copies of original art using photo, mechanical, digital or casting technology is considered to be a reproduction. Reproductions have the following characteristics: work is not the product of the artist's own hand, reproduced copies are identical, and the copies are made by a commercial entity and not made by the artist's own hand.

Methods of printmaking, in limited runs, such as intaglio, lithography, relief painting and other traditional means, are not considered reproductions.

Photography and digital art that utilize photographs and/or computer technology are inherently reproducible. The use of cropping, enlargement and darkroom and digital processes can produce different effects even from the same negative/image is allowed. Exhibiting fine art photographers are required to show only work that they have signed, numbered and produced in limited editions of no more than 250 and is not considered to be reproductions.

The ELAF prohibits the exhibition or sale of any commercial reproductions of Paintings, Drawings, Prints, Digital art, Photographs or any other fine art media. However, we do allow each 2-D artist (Painting, Drawing, etc) one bin of reproductions during the show.

Reproductions will not be eligible for awards. Artists must define "a limited edition" through their artist statement and must disclose and display both their creative and printing processes in their booth and to the buyer during the festival. The ELAF Board of Directors reserves the right to make determinations regarding reproductions that do not fit within these guidelines.

ARTIST PARTICIPATION

Artists, and Collaborating Artists (directly involved in the design and creation of the work that will be exhibited), whose name appears on the application must be present the entire weekend of the festival, and must present photo identification to the ELAF Board of Directors upon arrival at check-in. Representatives, commercial agents, dealers and/or salespeople are prohibited from operating the artist's booth. Under no circumstances may you sublet your booth, in whole or in part, with or without charge. No booth sharing between independent artists will be permitted. You may not display or advertise the work of individuals other than those accepted and specified in your application.

CANCELLATION AND NO-SHOW POLICY

Failure to give advanced notice of inability to attend once booth fee is paid may result in disqualification from the ELAF in the future. There are no full refunds for cancellations after the deadline for a partial refund is April 5, 2018. Artists may not leave the festival early.

COURTESY AND PROFESSIONAL CONDUCT

It should go without saying that there is an expectation of civility, patience and common courtesy at this event. We rely on the dedication of hundreds of volunteers and returning arts patrons to make this event a pleasant venue where artists successfully sell their artwork each and every year. It is our wish that every exhibitor, art patron and volunteer have an enjoyable experience at the ELAF. When accepting the invitation to exhibit at the ELAF the Artist agrees to abide by all rules of the ELAF, state and City of East Lansing. Artist agrees to follow load-in, load-out and parking procedures as well as general festival rules of participation. Exhibitors are expected to cooperate with festival staff, board members and volunteers and be courteous to their neighboring exhibitors. Artists who disrespect or mistreat volunteers, staff, and board or fellow artists will not be invited back to exhibit at this festival in the future.

APPLICATION JURY PROCESS

The jury, a panel of experts participate both digitally and on-site and have a broad knowledge of art, integrity, and a fair non-opinionated approach.

- Each application is given a score between 1 (low) – 7 (high) and the artists with the highest scores in each category are invited to exhibit.
- The artwork images submitted with application should represent the current body of work to be exhibited and sold at the ELAF.
- The Booth display image should represent your current tent and display to be used for exhibition at the festival, please do not include your name, the name of your business, and/or studio in your booth photo.
- Submission of images that represent items that appear to be manufactured, buy/sell or otherwise fall outside this festival's rules of participation is cause for disqualification at any time during and after the jury process.
- Artists are expected to exhibit work as represented in the jury process.
- The ELAF Board of Directors reserves the right to disqualify any artist who misrepresents their work in the jury process.

SITE JURY PROCESS

The ELAF Board of Directors chooses a panel of experienced jurors to review exhibited work and choose recipients of artist award. These site jurors score each booth and identify award recipients based on quality, creativity, design, technical competence and presentation. Award artists become "invitational" for three consecutive years after the qualifying year and also receive cash prizes, (some in the form of purchase awards). Site jurors should be considered "mystery shoppers" and therefore may not identify themselves to artists during the site jury process. The festival does not publish the names of site jurors to respect their privacy. Exhibitor eligibility for awards is determined at the discretion of the jurors and overseen by the Festival Board of Directors. Having won a prior award does not exclude an exhibitor from winning again. Exhibiting artists have the option of opting out of the site jury/award selection process by sending an opt-out request prior to festival weekend to info@elartfest.com.

CASH AND PURCHASE AWARDS

- Over 10 awards, totaling approximately \$6,000, will be presented to artists based on the quality of their exhibited work as ranked by an impartial site jury.
- Awards will be announced on Saturday evening during the Artist Reception. A list of winners will be available at the festival site office Sunday, during festival hours.
- Festival representatives will collect purchase award artwork before the end of the festival on Sunday afternoon.
- Artists who have already received awards from the ELAF are still eligible to be considered for future awards after their 3 year invitational award status has ended.
- If you win an award at The East Lansing Art Festival, we hope you will proudly display it on Sunday.
- You may not display awards or ribbons from other shows, not even previous ELAF awards, to avoid confusion. You may keep an album or portfolio of awards and other materials in your booth.

ELAF is a rain or shine festival. Artists must bring their own tent weights to secure their tent against inclement weather. The ELAF cannot provide tent weights and is not responsible for damage to tent, displays, artwork or personal belongings.

SEVERE WEATHER

While the ELAF is a rain or shine event, your safety and the safety of our patrons are of the utmost importance. The festival Board of Directors reserves the right to close the festival due to potentially severe weather. There are no booth fee refunds for show cancellation due to weather emergencies. Artist must make sure their tents are properly weighed down in case of windy conditions.

SECURITY

The ELAF hires a professional security guard service to watch over the festival grounds on Friday and Saturday evenings to serve as a deterrent. The East Lansing Police Department will also be actively patrolling the festival grounds. Artists should be insured and are responsible to secure their tents against theft or damage. The ELAF and City of East Lansing are not responsible for lost, stolen or damaged artwork or personal items. Artists must close their tent completely overnight so that no artwork is visible or accessible from outside the tent.

TAX/TAX ID

State of Michigan law requires all East Lansing Art Festival exhibitors to pay all applicable Michigan Sales Tax directly to the State of Michigan. As an exhibitor you agree to hold the City of East Lansing and the East Lansing Art Festival harmless from tax payment related to your participation in the East Lansing Art Festival. State of Michigan Treasury representatives may be at the festival to verify sales tax licenses and provide concessionaire sales tax return and payment forms. For more information please visit Michigan Department of Treasury at: http://www.michigan.gov/documents/taxes/5089_478351_7.pdf or call: 517-636-6925.

PETS AT THE FESTIVAL

Animals are not permitted in the Food Court area or in the Children's Activities Area of the festival. We ask pet owners to please be considerate of other festival artists and guests. The festival is crowded with many patrons, fragile art works, small children, swirling activity, live music and the aromas of many different kinds of delicious food - we strongly recommend that you leave your furry friends at home.

Please note: The MSU Spring Arts and Craft Show, held concurrently on the campus of Michigan State University, is a separate event not affiliated with the ELAF.

ELAF Board of Directors reserves the right to change festival rules without prior notice.