

The NEW Fort Wayne **ARTS FESTIVAL** *at Jefferson Pointe*

Saturday September 13, 2025 10am to 6pm

Fort Wayne Arts Festival [FWAF] Guidelines & Policies

Please read guidelines in full!

Dates/Location: Saturday September 13, 2025 10am to 6pm at Center Courtyard at Jefferson Pointe Shopping Center, 4110 West Jefferson Blvd, Fort Wayne IN 46804. RAIN OR SHINE. Outdoor shows are always subject to weather. In extreme conditions, show may be cancelled without refund. Artists would never be forced to set-up or exhibit in dangerous weather, but are expected to be prepared for normal weather changes.

Jury Process: A jury of no less than three art professionals will review all new submissions and select artists for event participation. Judges will see images and product descriptions only...they will not be given names of artists. Judging is based on creativity, uniqueness, concept, craftsmanship, and consistency. All decisions are final.

Acceptable Mediums: Include [but not limited to] clay; fiber/textile; mixed media; metal; jewelry; glass; sculpture; printmaking; wood; photography/digital; drawing/pastels; encaustic; painting [oil, acrylic, watercolor].

Please include images of work from all categories intended for exhibition/sale.

Fees/Cancellations: Payment must be included with application. Checks payable to Ten21 Creatives as follows: one (1) \$35 non-refundable jury fee (new entries ONLY); and one (1) booth fee check for \$100. Fees must be paid by check/MO ONLY. An application is a commitment to be at the show.

In the case an artist must cancel, 50% refunds are possible only until August 25th.

Eligibility: FWAF/Ten21 Creatives reserves the right to determine the eligibility of any artist for inclusion in the FWAF in accordance with the jury process and/or invitational procedure. All work exhibited and/or offered for sale MUST be the ***original design of and executed by the accepted artist***. No imports, manufactured/assembled items, or kits are allowed. Only categories submitted for jury are acceptable for display/sale. FWAF/Ten21 reserves the right to have work removed that is not consistent with the images submitted and quality standards of the Festival. Artists must be present in their booth for the duration of the event.

Notification of Acceptance: Upon acceptance, artists will be notified by email and the booth fee check will be cashed. Any check rejected for non-sufficient funds will require a \$30 re-instatement fee payable to Ten21 Creatives via money order. **Notification: AUGUST 9, 2025**

Booth Space/Location: Outdoor booth spaces will accommodate one (1) 10'x10' tent with generous pass-through space between tents. FWAF provides the space only. Artist must provide tent, rain/sun protection, display materials, tables, chairs, inventory, and personal signage. Booth must be open and staffed during all regular show hours. All booth assignments are determined by the show director.

Set-Up/Teardown: Set-up begins Friday after 12pm. Regular set-up hours begin Saturday at 7am. You must be open for business by 10am. Teardown starts no sooner than 5pm.

Volunteers will NOT be available to help with loading/unloading but will be available for booth sitting.

ALL booth installations will be inspected to ensure they are **properly weighted/secured**. **NO HOLES MAY BE DRILLED INTO THE CONCRETE!! ABSOLUTLEY NO DRIVING ON SIDEWALKS. ALL EQUIPMENT, PRODUCT, ETC MUST BE CARTED FROM YOUR VEHICLE TO YOUR BOOTH SITE.** No stopping/parking on the road running through the shopping center...please use the available parking spaces.

Artist Clean Up: Artists are responsible for final clean-up of their booth area at the end of the day. This includes the removal of all equipment, supplies and debris associated with their booth. Sunday pick up is permitted.

Please leave area neat and clean.

Taxes: Exhibitors are responsible for obtaining an Indiana state sales tax number; collecting sales tax; and remitting monies to the state. Information available at Indiana Department of Revenue [www.in.gov/dor].

Security/Liability: Overnight security is not required, but JP security will be provided all day until 10pm. Please keep in mind that FWAF/Ten21/ Jefferson Pointe Center SPE, LLC/Red Development are not responsible for damage, theft/loss of exhibitor work, personal property or display materials as noted on the application form.

Each exhibitor should have their own insurance. Artists assume liability/responsibility for their own work, displays and tent. They also assume responsibility for damages caused to other artists' work/displays/tent due to their own actions/negligence.

Amenities & Marketing: Water will be available all weekend. Marketing consists of postcards [digital files available to artists]; email blasts; social media; local TV and radio; event calendars; and on-site banners.

NOTE: Professional behavior must be maintained at all times. Any exhibitor behaving inappropriately or illegally may be removed at the discretion of FWAF director without refund.

Ten21 Creatives/Teri Marquart • 921 East DuPont Road #825 • Fort Wayne IN 46825
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NOTE: Depending on the status of COVID, special Safety Requirements may be implemented according to CDC guidelines. You will be notified as we get closer to the event.