

## 2017 Chicago Jazz Festival Art Fair APPLICATION INFORMATION

### THE FESTIVAL

Known for its artistic creativity, the Chicago Jazz Festival promotes awareness and appreciation for all forms of jazz through free quality live musical performances. Now in its 39<sup>th</sup> year, the 2017 Chicago Jazz Festival will take place August 31 – September 3 at the Chicago Cultural Center and Millennium Park.

### DATES/HOURS

The Art Fair will take place Friday, September 1 thru Sunday, September 3 in Millennium Park's Wrigley Square – from 11 a.m. to 9:30 p.m. (this is an outdoor event and will take place rain or shine).

### FEES/INSURANCE/CONTRACTS

- ★ **Application deadline is Friday, March 31, 2017** (applications must be postmarked by this date). Upon selection, an acceptance letter and vendor packet will be sent via email by May 1.
- ★ Booth rental fees are **\$800**. Booth fees are **non-refundable** and are payable via cashiers check, money order, or credit card. **Do not send any money at this time.**
- ★ Applicants will be required to provide an original Certificate of Insurance evidencing the following insurance minimums: Workers Compensation and Employers Liability (minimum of \$500,000 each accident, illness or disease), Commercial General Liability (minimum \$1,000,000 per occurrence), Automobile Liability (minimum of \$1,000,000 per occurrence), and Property (replacement) cost coverage.
- ★ The City of Chicago will require each Vendor to sign an Art Vendor Agreement which includes: A Certificate of Insurance evidencing the aforementioned insurance minimums and the endorsement naming the City of Chicago and MB Real Estate as additional insured, a digital copy of the City's "Economic Disclosure Statement" (EDS), and an Affidavit of Disclosure of Indebtedness to the City. **Do not send any certificates of insurance at this time.**
- ★ The Chicago Jazz Festival reserves the right to remove any accepted Vendor from the listing of approved Vendors and re-assign Vendor to the status of wait-list Vendor due to late or non-payment of booth rental fee by the July 1 due date.

### BOOTH DISPLAY

- ★ Artists will be provided with a 10' X 10' canopy style tent with sidewalls.
- ★ Two (2) 8 ft. tables and two (2) chairs will be provided.
- ★ Household electricity is provided and Vendors must provide their own extension cords.
- ★ All displays must be a professional, high-quality exhibit.
- ★ Creativity and uniqueness with exhibits are encouraged.
- ★ Additional tents and displays may not be set-up outside of your covered area. Vendors must provide their own table coverings that extend to the ground and any other equipment needed. All non-displayed materials must be hidden from view.

## **EXHIBITION STANDARDS**

- ★ Applicants must submit images of proposed art/products to be included in the Chicago Jazz Festival Art Fair along with their application in accordance with details below. The Department of Cultural Affairs and Special Events shall have the sole discretion in selecting the participants.
- ★ All work must be original and created by the vendor displaying the work. Any vending of imported and manufactured goods will be reviewed and approved on a case by case basis by the Festival's Event Manager and Marketplace Coordinator respectively.
- ★ No souvenir merchandise – t-shirts, sunglasses, hats, etc. will be allowed.
- ★ All work on exhibit and for sale must accurately represent work in the images submitted during the application and selection process.
- ★ Items for sale must be pre-approved by the Department of Cultural Affairs and Special Events.

## **RULES**

- ★ Artists themselves must be present at the Art Fair.
- ★ Accepted vendors may not transfer, re-assign or sublease their space.
- ★ Shared booths will not be allowed unless otherwise approved in writing by the Art Fair Coordinator.
- ★ Vendors will be contractually required to arrive promptly and remain open for the full published hours of vending.
- ★ Late arrivals will result in a negative on-site evaluation and could result in booth closure and the loss of all booth rental fees.
- ★ Vendors must provide their own security. The Chicago Jazz Festival and the Department of Cultural Affairs & Special Events are not liable for lost, damaged or stolen merchandise. We encourage vendors to remove their work from the grounds each night.
- ★ Vendors may not consume alcohol at any time.
- ★ Failure to comply with the Chicago Jazz Festival Art Fair rules will result in booth closure and the loss of all booth rental fees.

## **SELECTION PROCESS**

- ★ The work will be judged solely by the images presented, which must accurately reflect the work to be displayed and sold.
- ★ Selections will be based on quality of work, category diversity and past performance in art fairs.
- ★ Each applicant must submit four (4) artwork/product images that accurately represent current work and one (1) image of a proposed booth display.
- ★ Previous participation in the Chicago Jazz Festival does not guarantee acceptance for the 2017 Festival.

## **ARTWORK/PRODUCT IMAGES**

- ★ Five (5) images that include four (4) of your artwork/product and one (1) of your booth display are to be submitted with your application.
- ★ Please provide descriptions for each artwork/product image including materials, dimensions, technique and other unique aspects.
- ★ Images must accurately represent the body of the artist's work to be exhibited at the Festival.
- ★ Label each image with artist name and category.
- ★ Images may be submitted via photographs, CD/DVD, USB Flash Drive, or link to on-line gallery.
- ★ Photographs, CD/DVDs or USB Flash Drives will not be returned.

## ON-SITE EVALUATION

An on-site evaluation will be conducted to ensure that vendors are in compliance with the exhibition standards and rules. Non-compliance and/or breach of contract may result in booth closure, forfeiture of all fees and/or affect future applications.

## LOAD-IN & SET-UP

- ★ Upon selection, an acceptance letter and packet will be sent by email (that includes Art Vendor Agreement, Insurance Requirements, a link to the on-line Economic Disclosure Statement and Affidavit, and Affidavit of Disclosure of Indebtedness to the City of Chicago). The packet will contain all pertinent information on arrival, parking, load-in and set-up at the Festival.
- ★ One (1) delivery pass for on-site load-in/out will be provided.
- ★ Parking on the festival grounds will not be allowed. Parking, at your own expense, is available at several nearby garages.

## SALES TAX

Artists are responsible for their own sales tax. The sales tax rate in Chicago is 10.25% (*subject to change*). Forms will be emailed to all artists with their vendor acceptance packet. You should turn in sales tax monies within ten (10) days after the end of the show to the Illinois Department of Revenue. If you have questions, call (847) 294-4475.

## APPLICATION INSTRUCTIONS

- ★ Read the application in its entirety.
- ★ Complete the application form in its entirety, including submission of artist statement, images and booth display.
- ★ Applications must be postmarked by **March 31, 2017**. Applications sent via email will **not** be accepted.
- ★ Submit the 2017 Chicago Jazz Festival Art Fair Application along with images to:

Chicago Jazz Festival Art Fair  
Department of Cultural Affairs and Special Events  
78 East Washington, Suite 400  
Chicago, IL 60602

### For More Information Contact:

Ivy Hall  
(312) 744-2054

[ihall@cityofchicago.org](mailto:ihall@cityofchicago.org)

Visit [www.chicagोजazzfestival.us](http://www.chicagोजazzfestival.us) to get the latest talent info, updates & more!



***Want to know what's going on? Then follow the Department of Cultural Affairs and Special Events on Twitter [@ChicagoDCASE](https://twitter.com/ChicagoDCASE) or "Like" us on [Facebook](https://www.facebook.com/ChicagoDCASE) for the latest info on programs, events and activities!***

**2017 Chicago Jazz Festival Art Fair  
APPLICATION**

***This form must be returned along with other required information to complete your Art Fair Application Packet.  
Submissions postmarked after March 31, 2017 will not be considered. Do not send any money at this time.  
\*Applications sent via email will not be accepted\****

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Artist Statement** *(please attach a separate sheet):* In fifty words or less, describe your artistic process, techniques, and artistic concept.

**Do you handcraft the work submitted:** \_\_\_\_\_ Yes \_\_\_\_\_ No **Price Range of Work:** \_\_\_\_\_

**If accepted, would you be interested in demonstrating your art/crafts?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Media/Category** *(check all that apply):*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Painting               | <input type="checkbox"/> Sculpture               | <input type="checkbox"/> Fiber Decorative   |
| <input type="checkbox"/> Drawing                | <input type="checkbox"/> Ceramics/Pottery        | <input type="checkbox"/> Hats/Millinery     |
| <input type="checkbox"/> Mixed Media (2D or 3D) | <input type="checkbox"/> Photography             | <input type="checkbox"/> Leather            |
| <input type="checkbox"/> Glass                  | <input type="checkbox"/> Printmaking/Graphics    | <input type="checkbox"/> Jewelry            |
| <input type="checkbox"/> Wood                   | <input type="checkbox"/> Fiber Wearable/Clothing | <input type="checkbox"/> Bath/Body Products |
| <input type="checkbox"/> Metal                  | <input type="checkbox"/> Fiber Wearable/Other    | <input type="checkbox"/> Dolls/Toys         |
| <input type="checkbox"/> Other (specify): _____ |  |   |

**How did you hear about the Art Fair:** \_\_\_\_\_

I, the undersigned, hereby certify that the images submitted for consideration are representative of my current original work to be exhibited. I have read and agree to abide by the rules and regulations of the Chicago Jazz Festival Art Fair. I agree that I will indemnify and hold harmless the Chicago Jazz Festival and its officers, staff, employees & agents, committees, all sponsors, the City of Chicago, Department of Cultural Affairs & Special Events and MB Real Estate from any and all claims from injuries, including death, damages or loss of property which I may have or which may impact me on account of my participation in the activities of the Chicago Jazz Festival. I agree and grant permission to the City of Chicago, Department of Cultural Affairs & Special Events and the sponsors of the Chicago Jazz Festival to use my name, business name, stories, images of myself and my works for event related advertising, publicity and promotional purposes. I further release and discharge any claim to payment for the use of any imagery of my likeness, artwork, or products. The City of Chicago, Department of Cultural Affairs & Special Events, the Chicago Jazz Festival and its officers, staff, employees, and agents will not assume liability for any act of God, natural disaster, exposure to adverse weather and conditions, damages, injuries or any legal authority, war insurrection, civil disobedience, criminal acts, or any cause above and beyond the control of the City of Chicago, Department of Cultural Affairs & Special Events, the Chicago Jazz Festival and the officers, agents, employees, staff, sponsors, and MB Real Estate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_