

ART @ THE PARK 2018
QUIET WATERS PARK
Exhibitor Information
Terms & Conditions

SET-UP AND BREAK DOWN

- From 10am to 5pm on the Friday before the festival, and/or from 7 to 9:30am on the Saturday of the festival.
Unload from paved areas near doorways of the two buildings. Vehicles must then immediately be moved to authorized parking areas. Please do NOT use Handicapped parking spaces without a permit. The consequence is a heavy fine.
- There is to be **no parking on the grass.**
- **The park has no staff to assist with set-up or unloading.**
- No one shall leave early on either day.
- All exhibitors must be out of the buildings and exhibition areas by 5:30pm on Saturday.
- Clean-up deadline is dusk on Sunday.

Please sign in at the Information Table on your set-up day.

If you have kindly contributed an item of your art for our raffle, please take it to the **raffle table Saturday morning (before 9:30 if possible).** *If you would like for us to mail you a letter acknowledging your donation for tax purposes, please complete the tax letter form and return it to the raffle table.*

Enjoy a complimentary snack & drink each day (you will receive chits at sign in) provided by The Friends of Quiet Waters Park. You may redeem your chit each day.

BOOTH INFORMATION

- Quiet Waters Art @ the Park features exhibition space both inside in the park's Visitor and Blue Heron Centers and outside in the Blue Heron Center Porch & Patio, Formal Garden (between the two buildings), and the Heron Statue Patio.
- Interior spaces comprise minimum areas of approximately 60 square feet with a front dimension of at least 8 feet. **Interior spaces are irregular in shape so flexibility in exhibit design is necessary.**
- Outside spaces are approximately 100 square feet with dimensions of 10x10 feet. Tents are required for all uncovered outdoor spaces within allowable dimensions.
- We cannot guarantee access to electricity. If electricity is available, lighting systems must be approved by park staff during set-up to avoid electrical and overload problems. (* See Electricity Guidelines below.)
- An elevator is available on the ground level of the Visitor Center.
- Exhibitors may only show work typified by submitted images.

- All art displayed must be for sale. Special sales and discounts are discouraged, as they tend to detract from overall quality.
- Each exhibitor is responsible for presenting an attractive appearance and keeping the area clean.
- All displays should be neat, clean, and tables should be covered on visible sides to the floor with a suitable, professional looking cover.
- Exhibitors must supply their own tables and chairs.
- Exhibitors are expected to clean up and remove all materials associated with their displays at the end of the show.
- Exhibitors may not sublet or apportion space to anyone else.

*** ELECTRICITY GUIDELINES:**

- Outdoor vendors will not have access to electricity.
- Some porch spaces may have electrical service and requests will be considered on a first-come, first-served basis.
- Generators are not permitted.
- Other electrical devices such as fans, heaters, radios, chargers etc. are not allowed.
- For inside spaces, only one extension cord per outlet is allowed (no pigtails). Extension cords that are frayed, that have been repaired, or do not meet the electrical load requirements are not allowed.
 - Exhibitors with low voltage lighting will be given priority.
 - We suggest using energy efficient lighting such as Light Emitting Diodes (LED) or Compact Fluorescents (CF) to light your booth or display. *Note: A 12 watt LED light is equivalent to a 60 watt incandescent bulb.*

Festival staff and hosts will be circulating throughout the venue during the two days of the festival. Please feel free to ask for any help you may need. The hosts will be available to relieve you at your booth for any short breaks you may need.

FINANICAL RESPONSIBILITIES

- Quiet Waters Park, The Friends of Quiet Waters Park, Anne Arundel County, or staff/volunteers assume **no** responsibility for loss or damage to exhibitors' property. The exhibitor may obtain independent insurance. The Blue Heron and Visitor Centers both have security alarm systems that will be activated at night.
- Exhibitors are responsible for payment of Maryland state sales taxes.

- In case of cancellation, The Friends of Quiet Waters Park will refund space rental fee to exhibitors **only if the space can be allocated to another. No refunds will be given for cancellations within a month of the festival.**

The festival benefits The Friends of Quiet Waters Park, a 501(c)(3), non-profit organization that supports the park through advocacy and volunteer work. All funds raised through the festival are used to support Quiet Waters Park and its programs.