**Constitution Square Festival**

**Constitution Square**

**Danville, KY**

**September 14, 2024 Artist Application and Agreement Form**

**Show Date and Time:** Saturday, September 14 (9:00 – 5:00)

**Applications open:** After Jan. 31, 2024

**Application Deadline:** Until spaces are filled

**Acceptance notification:** Contact Arts Commission

**Booth fee:** $50.00 must accompany application

Check deposited upon application acceptance

**Set-Up Time:** Saturday, September 14th **prior to 9:00 am**

**Breakdown Time:** After 5:00 pm Saturday, September 14th and

completed before 9:00 pm

**General Information:**

**All items must be hand-crafted by the exhibitor.**

The Festival Committee seeks to present crafts in diverse categories. Acceptable categories include, but are not limited to, Clay, Clothing/Wearables, Fiber, Glass, Images 2D, Jewelry, Leather, Metal, Mixed Media 2D, Mixed Media 3D, Paper, Photography, Printmaking, Sculpture, Wood, Crafts.

Artists are expected to remain for the entire day unless extreme inclement weather forces closure by the Festival Committee. There will be no refund of the fee if this happens.

The Festival Committee reserves the right to cancel the event due to changes in public health mandates. Should this happen, booth fees will be refunded.

Artists who withdraw from the Festival prior to July 1st will receive a full refund of booth fee. After this date, no refunds will be given.

If an artist chooses to leave before the end of the Festival, the artist will not be asked to return in future years. Emergency departures will be considered on a case-by-case basis. The Festival is an outdoor event and is held rain or shine. Artists are expected to remain for the entire day unless severe or dangerous weather forces closure by the Festival Committee. There will be no refund of the booth fee in case of emergency closure.

**SPECIAL NOTES:** The Constitution Square Festival is co-sponsored by the Boyle County Farmer’s Market, the Danville/Boyle County Chamber of Commerce, and the Arts Commission of Danville/Boyle County. Full season Farmer’s Market members are automatically accepted into the Festival and have priority booth placement. Weekly Farmer’s Market participants and all other artists must apply and pay to the Festival separately.

One artist per booth. The Festival Committee reserves the right to include a booth for multiple young/student artists.

**Booth Information:**

Booth spaces are 10’ X 10’

Artists are expected to bring their own tents and all tables, chairs, and display items needed.

Security is not provided.

Electricity is not provided.

The Festival Committee will work to accommodate special requests as much as possible. Artists with special needs should communicate with the Committee prior to the Festival.

**Application Requirements:**

Completed application and booth fee MUST be mailed to

Arts Commission of Danville/Boyle County

105 E. Walnut St.

Danville, KY 40422

**Make check payable to Danville/Boyle County Chamber of Commerce**

Submit THREE photos of work AND a booth design photo to [arts@historicdanvilleky.com](mailto:arts@historicdanvilleky.com). Include Art Business Name in subject line. PLEASE SEND PHOTOS BY ATTACHMENT TO EMAIL.

**ALL VENDORS MUST HAVE A VALID CITY OF DANVILLE BUSINESS LICENSE. APPLICATIONS MAY BE OBTAINED AT CITY HALL, DANVILLE, OR AT THE ARTS COMMISSION OFFICE IN CONSTITUTION SQUARE. APPLICATIONS ARE NOT CONSIDERED WITHOUT A BUSINESS LICENSE NUMBER.**

**2024 Constitution Square Festival Application**

Artist Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Art Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY OF DANVILLE BUSINESS LICENSE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of your work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Festival Committee will assign a 10’ X 10” space, located at the discretion of the Committee on the grounds of Constitution Square Park. Assignments will be made during the week prior to the Festival. Contact the Arts Commission at [arts@historicdanvilleky.com](mailto:arts@historicdanvilleky.com) for assignment.

**The applicant will comply with the following regulations:**

1. The applicant will provide own equipment and set-up and break down at the times posted to the approval of the Festival Committee staff and the Park. Those breaking down early will not be allowed to return to the event in the future. Artists must comply with being at the show through the entire period of posted time of the event.
2. Artists must practice good business ethics and maintain a good attitude with the public.
3. Booth space must be left in a condition equal to the condition it was found in prior to set-up.
4. Applicant may only place signage on own booth and within the booth space.
5. The Festival Committee reserves the right to refuse participation to any applicant that does not comply with the terms and conditions of this agreement.
6. All artists’ work must be their original work and not purchased items for resale.
7. All artists are responsible for collecting and reporting appropriate taxes.

**INDEMNIFICATION:** The Applicant agrees to indemnify, defend and hold harmless the Constitution Square Festival Committee, the Boyle County Farmer’s Market, the Danville/Boyle County Chamber of Commerce, the Arts Commission of Danville/Boyle County, Constitution Square, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event or arising out of the Applicant’s use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by the sponsors sole negligence or willful misconduct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_Please check if you would allow the sponsors to use your application images and/or any additional images requested for promotional purposes for the festival.

**PLEASE CHECK TO ENSURE YOU HAVE COMPLETED ALL REQUIRED STEPS:**

\_\_\_\_\_ Signed agreement form and application **mailed** to Arts Commission.

\_\_\_\_\_ Check for booth fee made out to Chamber of Commerce and **enclosed** with application.

\_\_\_\_\_3 photos of artwork and 1 photo of booth design **emailed** to [arts@historicdanvilleky.com](mailto:arts@historicdanvilleky.com).

PLEASE SEND PHOTOS AS ATTACHMENTS TO EMAIL.

**For questions or additional information,**

**Mimi Becker**

[**arts@historicdanvilleky.com**](mailto:arts@historicdanvilleky.com)

**APPLICATIONS WILL NOT BE COMPLETE, OR CONSIDERED, WITHOUT A CITY OF DANVILLE BUSINESS LICENSE NUMBER.**