



EST. 1962
WICKFORD
ART FESTIVAL

61st Annual
WICKFORD ART FESTIVAL
July 13 and 14, 2024

**ARTIST APPLICATION INSTRUCTIONS &
FESTIVAL INFORMATION**

CONDITIONS OF ACCEPTANCE	p. 1
REFUNDS & CANCELLATIONS	p. 2
GENERAL FESTIVAL INFORMATION	p. 2
BOOTH REQUIREMENTS	p. 3
TAX PERMITS	p. 4
REGISTRATION & SETUP INFORMATION	p. 4

CONDITIONS OF ACCEPTANCE

The Wickford Art Festival is a juried fine art festival on the weekend of July 13 and 14, 2024. Your work will be juried on originality, workmanship and professional presentation. Jurors also consider total show composition (i.e. number of exhibitors per category.) All work displayed in the festival should be of the consistent, high caliber as indicated in your initially submitted images for jury.

If you are unable to complete the online application, please contact the Festival Director for further application instructions. wickfordartfestival@gmail.com

NEW APPLICANTS

- You must submit 4 digital images: 3 representing your artwork in one medium and 1 of your booth set-up.
- No printed photographs or slides will be accepted for jury.
- All images will be evaluated for professional presentation, including the booth.
- The jury fee is non-refundable and will not be returned if you are not accepted.

RETURNING ARTISTS

- Please review the options for returning artists on the application.
- Artists who exhibited last year (2023) are considered “returning artists”.
- If you are a returning artist you are responsible to submit your application with a payment of the booth fee only.

RETURNING ARTISTS WHO HAVE EXHIBITED FOR 3 CONSECUTIVE YEARS MUST BE RE-JURIED

- If you were juried in 2020 (even though show did not happen) OR 2021, and have consecutively participated in the event 2021, 2022 and 2023 - you are up to be re-juried.
- You must submit 4 digital images: 3 representing your artwork in one medium and 1 of your booth set-up.
- Artists to be re-juried are responsible for a booth fee and a re-jurying fee (\$35).

If you work in multiple mediums, and would like more than ONE to be presented at the festival, each medium is **REQUIRED TO BE JURIED** and an **additional jury fee for each medium** must be paid. 3 additional images of your second medium must be uploaded and submitted with your application.

To maintain the integrity of the festival, all artists will be subjected to the same jury process. Acceptance is good for three consecutive years.

REFUNDS/CANCELLATIONS

You must contact the Festival Director via email at wickfordartfestival@gmail.com by the deadlines below in order to confirm your cancellation and refund amount.

- Artist's requests for a full refund will be honored until **May 31, 2024**.
 - If you must cancel and request a full refund, you will NOT be listed on the Festival site.
- Cancellations after June 1, 2024, for any reason by the artist, \$150 of the booth fee is non-refundable.
- Cancellations after June 30, 2024, for any reason by the artist, the full booth fee is non-refundable.

GENERAL FESTIVAL INFORMATION

- The Wickford Art Festival is an outdoor art festival. The show goes on — rain or shine!
- There is full overnight security on Friday and Saturday, NKPD will also be driving through the park throughout the night.
- Electricity to booths is not available.
- Propane tanks, generators and other flammable materials are prohibited.
- The Wickford Art Festival is an alcohol and drug free event.
- Portable restrooms only are available to artists and the public.
- Weather may be hot and humid. For their safety, we advise leaving companion animals at home.

BOOTH REQUIREMENTS

Exhibitors will provide their own booth setups and should be prepared for inclement weather.

Tents must be white.

1. Displays must be sturdy, professional and tasteful.
 - Tables must be covered on all four sides to the ground.
 - Boxes and other materials must be stored out of sight.
 - Booths shall not exceed standard booth height or 10' x 10' ground dimensions*. (Any booth found to exceed these dimensions will be subject to relocation at the discretion of the WAF staff.)
 - Single tents over 120' square feet*: artist must contact North Kingstown Planning Dept for special permit (fee) and notify the WAA Festival Director.
 - Booths must meet fire safety codes*. Exhibitors must be prepared to show documentation (from manufacturer) thereof to Fire Officials upon request.

- **For Emergency Purposes, your Booth Number must be displayed clearly on the upper left hand side of the front of your booth, per the North Kingstown Fire Marshall.**
 - **You cannot use stakes in the ground to secure your tent; you must use weights/sandbags to secure your booth in place. Artists who stake booths that damage the field's sprinkler system may incur a fee from the Town of North Kingstown.**
2. Only mediums which have been approved through the festival jury process may be displayed. **If an artist has multiple mediums or changes their medium, the artist must be juried in for each medium. Festival staff will ask exhibitors to remove non-juried mediums.**
 3. No commercial prints, multiple prints, multiple cast (or “buy-sell”) objects.
 4. All reproductions must be signed and numbered editions of less than 300 and ONLY placed within ONE browse bin or box.
 5. Photographs must be produced with archival ink on archival paper, **signed and numbered to a maximum of 300 limited edition prints.**
 6. All 2-dimensional, hanging works must be framed or gallery wrapped.
 7. Non-compliance with requirements 1-7 will be grounds for dismissal from the current festival and subject to censure in future festival participation.
 8. All booths will be attended by the artist. No agents permitted. Festival staff personnel will be available to booth-sit for exhibitors for brief times, as needed.
 9. Artists exhibiting at the festival are responsible to carry their own insurance for their artwork, personal belongings and booth. The WAA is not liable for damages, losses or theft during the festival.
 10. A Rhode Island Retail Sales (Tax) Permit is required (more information outlined on the artists information page on the website).
 11. Exhibitors will maintain a clean booth and orderly surrounding area during the festival and leave the area clean at the end of the festival.

**indicates conditions set by the North Kingstown Fire Dept. for issuing of 2024 WAF permit.*

TAX PERMITS

Although original and limited edition artwork is now exempt from sales tax (certain restrictions apply); the state of Rhode Island requires that every artist has a Temporary or Annual Retail Sales Permit.

- Temporary Retail Sales Permits may be acquired onsite at the Festival Registration. The 4 copies will be emailed to each artist so permits can be pre-filled prior to the set up.
- There is no charge for a Temp Permit.
- Annual Permits may be acquired through the State of Rhode Island free of charge (see our Website for the button and link) prior to the festival.
- Wickford Art Association is required to keep a copy of your permit on file. If an artist has an Annual Permit and a Certificate of Exemption, please submit a current copy of each document with this application (preferred) or bring a copy to festival registration.
- The Town of North Kingstown requires artist's Date of Birth (requested on festival application)
- For artists with a Temporary Sales Permit that has collected taxes, it is mandatory that a separate check payable to the **Rhode Island Division of Taxation** for tax collections be turned in to the Festival Director by 5:00 PM Sunday at the close of the Festival.

REGISTRATION & SET-UP INFORMATION

FRIDAY, JULY 12 & SATURDAY, JULY 13, 2024

1. MORE DETAILS WILL BE PROVIDED ON THE REGISTRATION & SETUP PROCESS AS WE GET CLOSER TO THE EVENT. Booths must be set up by 9:00 am on Saturday, July 13th.
2. Check-in will be at Wilson Park. In order to make this a smooth as possible, please acquire your RI Permit for the Sale of Artistic Works (Tax Free) before the festival if you did not upload it already with your festival application or please have your temporary permit filled out already .
3. The festival will OPEN at 9 am Saturday, July 13 and your booth must remain staffed through 4 pm on Saturday, and 9 am - 4 pm on Sunday, July 14. The festival is outdoors and occurs rain or shine.
4. Artists who break down their booths without due cause (i.e. illness or emergency) and do not notify the Festival Director prior to the show ending time will not be invited to return in subsequent years.