



Art Fair Rules and Information DBQFest 2024

DBQfest is Iowa's oldest art fair & festival; celebrating Art, Music, and Culture since 1979. We focus on providing economic opportunities for visual, musical, and performing artists while offering a free art experience for all attendees and the community. For our Art Fair, our focus is on fine art and fine craft, handmade artisan goods, and high-quality original works.

Dates to Know

- March 15, 2024 - Applications Close
- April 15, 2024 - Acceptance Emails Sent
- May 1, 2024 – Vendor Fee Due
- August 9, 2024 – Check-in & Set-up Begins
- August 10-11, 2024 - it's DBQfest!

Exhibition Rules & Guidelines

- All work exhibited in the booth must be designed and/or created by the accepted artist/craftsperson.
- Our focus is primarily on fine art and fine craft, handmade artisan goods, and high-quality original works.
- Work produced solely with commercial kits, molds, patterns, plans, and prefabricated forms not permitted.
- Imported or buy/sell items are not permitted.
- Prints are permitted, provided they are copies of the original works by the exhibiting artist.
- As the artist, you are your own best salesperson and your presence is requested for the entire event.
- If your booth features art from more than one category, each category should be represented in your application entry.
- You are only allowed to sell or display work that has been juried into the show and appears in your application entry.

Applications must include five high-quality images of work to be exhibited and an image of your booth. Hard copy mailed-in applications and photos will not be returned, Hard copy applications will only be sent out by explicit request. Please contact: director@dubuquefest.org for information.

Fees

\$150 Vendor Fee – due upon acceptance into the fair and secures an 11'x11' booth space.

If accepted, you will be emailed an invoice to be paid by **May 1, 2024**. Payments can be made online (additional fees may apply) or a check can be mailed to the address noted in the acceptance letter. Details will be provided in the acceptance letter.

Exhibitors are responsible for collecting and remitting Iowa 7% sales tax (call (563) 556-4631 for more information).

Scholarships

DBQfest believes in encouraging and supporting up-and-coming artists. We annually offer 2 booth scholarships to emerging artists to give artists new to the art fair world additional support and remove barriers such as booth fees and access to an art fair tent. Scholarships include a waived entry fee, waived booth fee, and access to a 10 x 10 tent at no cost to the artist. If you'd like to be considered for a 2024 Emerging Artist Scholarship, please fill out the [Scholarship Artist application available here instead of the standard application](#). For more details email Ali at director@dubuquefest.org.

Selection Process

*THIS IS A JURIED EVENT. Application does not guarantee a booth at the event.

Acceptance to the DBQFest Art Fair is determined by blind review of all applications by a three member jury of committee members, artists, and makers. Our focus is on fine art, fine craft, and handmade artisan goods. Our goal is to bring economic opportunities to the artists in a unique and artistic way while celebrating culture. The jury will keep this focus top of mind when selecting exhibiting artists while also ensuring a variety of media, styles, and price points are featured in the event. Artist selection is based on artist statements and images of sample artwork submitted as in the application. Scholarship Artist applications are considered separate of the standard application.

The judgment of the jury is final. Exhibitors may be asked to remove work which is inconsistent with approved images, not original works of the artist, or is in violation of the above rules.

Awards

DBQFest will award cash prizes for a first (\$500), second (\$300), and third (\$200) place exhibiting artist as determined by an independent judge chosen by the DBQFest committee. The judge visits all booths after the event opens to the public on Saturday, August 9. Award winners are announced at artist reception Saturday night.

Event Location and Times

LOCATION: Rain or shine in Washington Park, between Locust & Bluff, 6th & 7th Streets in Dubuque, Iowa. No early check-ins!

TIMES

- **Friday** August 9, 2024
 - Artist Check-in and Set-up: 3 PM - 6 PM
- **Saturday** August 10, 2024
 - Artist Check-in and Set-up, Breakfast Items Available: 8 AM - 10 AM
 - Art Fair Open to the Public: 10 AM - 5 PM
 - Artist Reception & Awards: 5:30 PM - 7:30 PM
- **Sunday** August 10, 2024
 - Artist Check-in, Breakfast Items Available: 8 AM - 10 AM
 - Art Fair Open to the Public: 10 AM - 4 PM

- o Teardown: Begins at 4:00 PM

Booth Information

Accepted exhibitors are responsible for supplying all their own equipment for their booths. All tents must be weighted or staked appropriately for safety of the public and other exhibitors; all booths are located on grass . Most spaces have ample storage space adjacent to the rear of the booth space. **We CAN NOT provide vendors with tables, tents or chairs accept in the case of Scholarship Artists.** Vendors are responsible for supplying all their own display items. This event is outdoors, rain or shine.

Sellers are responsible for the security of their booth and goods. DBQFest volunteers will be available to briefly watch booths as an exhibitor needs to take a restroom or other short break. Overnight security will be provided by DBQFest but exhibitors are strongly encouraged to have side panels on their tents to enhance security. DBQFest is not responsible stolen or damaged artworks or other exhibitor belongings.

Parking

Parking

On street parking around Washington Park is reserved for exhibitors to load and unload their work only during check-in and set-up times. After unloading, exhibitors should relocate to free artist parking and free overnight RV parking that is available. This free parking may be limited and is on a first-come, first-served basis. Exhibitor vehicles should not remain in on-street parking immediately surrounding the park to ensure accessible patron parking through the fair's public hours

Liability

All work will be displayed entirely at the exhibitors' risk. No liability is assumed by DBQFest, the Dubuque County Fine Arts Society, or the City of Dubuque. Overnight security will be provided. If exhibitors do not carry regular business insurance, short-term coverage can be purchased from Artists Crafters & Tradesmen Insurance, or ACT Insurance at <https://www.actinsurance.com/artists-insurance>.

Accommodations

Exhibitors are responsible for their own accommodations. Overnight camping in Washington Park is not permitted. Visit Travel Dubuque at <https://www.traveldubuque.com/stay/> or call them at (563) 556-4372 or toll-free at 800-798-8844 for listings of campgrounds, hotels and other accommodations in the area.

Legal

- Applicant understands that the jury fee is nonrefundable.
- Accepted exhibitors shall not sell any goods or services other than those described herein at and during DBQFest without the ArtFair's consent.
- Exhibitor booths shall not exceed 11' wide by 11' deep, and no taller than 15' unless granted special permission by DBQFest; shall be clean and orderly; and shall comply with all applicable laws and regulations.
- No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
- Exhibitor shall have access to Washington Park to sign in and start setup on Fri., August 4, 2023 no earlier than set up 3pm - 6pm. No early arrivals will be accepted. If Vendors arrive after 6pm and the check in booth is not staffed, the map can be used for Vendors to set up that evening. Sign in will start again at 8am on Sat. August 6, 2023. Show starts at 10am
- Exhibitor will have up to 3 hours after the event's conclusion at Washington Park, Dubuque, Iowa to dismantle and remove all things brought to the location by Vendor. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
- Exhibitor hereby agrees to indemnify and hold harmless DBQFest, Dubuque County Fine Arts Society,

and the City of Dubuque against any damages or claims that may arise in connection with Vendor's presence at the Event and Vendor's activities of any kind.

- Once accepted into the fair you have until 3 weeks prior to the event to cancel and receive a 50% refund of your vendor fee. Any cancellations in the 3 weeks leading up to the event will not be refunded. Please only accept entry if you are sure you will be able to make the event. If you cancel, you forfeit your spot in the fair and you are not permitted to sell or trade your space. We reserve the right to fill spots as we see fit.

For More Information

Contact DBQfest Festival Director Ali Levasseur

email: director@dubuquefest.org – or visit our website at: DBQfest.com

Dates to Remember

- March 15, 2024 - Applications Close
- April 15, 2024 - Acceptance Emails Sent
- May 1, 2024 – Vendor Fee Due
- August 9, 2024 – Check-in & Set-up Begins
- August 10-11, 2024 - it's DBQfest!