



60th Annual  
**WICKFORD ART FESTIVAL**  
2023

**ARTIST APPLICATION INSTRUCTIONS & FESTIVAL  
INFORMATION/ REQUIREMENTS**

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## **CONDITIONS OF ACCEPTANCE**

The Wickford Art Festival is a juried fine art show. 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 show 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](mailto:wickfordartfestival@gmail.com)**

### **NEW APPLICANTS**

- You must submit a minimum of 4 digital images, 3 representing your artwork and 1 of your booth set-up.
- No printed photographs will be accepted.
- All images will be evaluated for professional presentation, including the booth.
- If you are accepted you will be sent a link to pay for your booth.

### **RETURNING ARTISTS**

- Please review the options for returning artists on the application.
- Artists who exhibited last year (2022) are considered “returning artists”.
- If you are a returning artist (and not due for Rejury, see “REJURY” list below), 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**

- **Please review the 2023 Returning Artists Rejury list (link on Artist Information page)**
- You must submit a minimum of 4 digital images, 3 representing your artwork and 1 of your booth set-up.
- Artists to be re-juried are responsible for a re-jurying fee (\$35) and a booth fee (\$325 or \$375).
- If you are accepted you will be sent a link to pay for your booth.

***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](mailto:wickfordartfestival@gmail.com) by the deadlines below in order to confirm your cancellation and refund amount.

- For booth artists, requests for a full refund will be honored until **May 31**.
- After **June 1**, for cancellations for any reason by the artist, \$100 of the booth fee is non-refundable.

## **GENERAL FESTIVAL INFORMATION**

- The Wickford Art Festival is an outdoor art festival. The show goes on — rain or shine!
- Full overnight security is available, and the NKPD will be driving through the park throughout the night.
- Electricity to booths is not available.
- **You may not use stakes to secure your booth---weights only!**
- Propane tanks 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.

## **BOOTH REQUIREMENTS**

Exhibitors will provide their own booth setups and should be prepared for inclement weather. Tents should 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 WAA Festival Director.
  - Booths must meet fire safety codes\*. Exhibitors will be prepared to show documentation (from manufacturer) thereof to Fire Officials upon request.
  - please do not use stakes to secure your booth, we will be checking this request (per the Town of North Kingstown) the night of the set up on July 7 from 4-8pm
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, artist must be juried in for each medium.

3. No commercial prints, multiple prints, multiple cast (or “buy-sell”) objects.
4. All reproductions must be signed and numbered and ONLY placed within ONE browse bin or box.
5. Photographs must be produced with archival ink on archival paper, signed and numbered.
6. All 2-dimensional, hanging works must be framed or gallery wrapped.
7. Non-compliance with requirements 1-6 will be grounds for dismissal from the current show 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 show and leave the area clean at the end of the show.

*\*indicates conditions set by the North Kingstown Fire Dept. for issuing of 2022 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; and the 4 copies have been emailed to all the artists so they can pre-fill them prior to the set up. There is no charge for a Temp Permit.
- Annual Permits may be acquired through the state 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 with this application 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 6:00 PM Sunday at the close of the Festival.

## **REGISTRATION/CHECK IN & SET-UP INFORMATION**

**FRIDAY, JULY 7 & SATURDAY, JULY 8**

1. In 2023 we plan on having the check-in at Wilson Park. In order to make this as smooth as possible please acquire your RI Permit for the sale of Artistic works (Tax Free).
2. The festival will OPEN at 10 am Saturday and your booth must remain staffed through 5 pm on Saturday, and 10 am - 5 pm on Sunday. No exceptions!
3. Artists who break down their booths without due cause (i.e. illness or emergency) and notice to Festival staff prior to the show ending time will not be invited to return in subsequent years.