

## Art Fair Rules and Information DBQFest 2023

DBQfest is Iowa's oldest art fair & festival; celebrating Art, Music, and Culture since 1977. 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, handmade artisan goods, and high-quality original works.

### Exhibition Rules

- All work exhibited in the booth must be designed and/or created by the accepted artist/craftsperson.
- Our focus is primarily on fine art, 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 must 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.

### Entry Guidelines

Exhibiting Artist and Maker applications available here. (insert link to google form)

All applications must include five high-quality images of work to be exhibited. 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](mailto:director@dubuquefest.org) for information.

### Selection Process

\*THIS IS A JURIED EVENT, applications do not guarantee a booth at the event

Acceptance to the DBQFest Art Fair is determined by a three member jury of committee members, artists, and makers. Our focus is on fine art 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. Artist selection is based on submitted artist statements and five photos in the application.

The judgment of the jury is final. Exhibitors will 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

DubuqueFest offers first, second, and third place (\$500, \$300, & \$200) cash prizes-awarded to the top artists.

Winners will be determined by an independent judge.

## Details

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

- **Friday** August 4, 2023 artist check in 3-6PM
- **Saturday** August 5, 2023 8AM check-in and Breakfast; Art Fair 10AM-5PM. Then close up and come the Artist reception and see who wins the awards
- **Sunday** August 6, 2023 8AM Breakfast; Art Fair 10AM-5PM. Tear down begins at 5:00PM

## Fees

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

If accepted, you will be sent an online invoice with payment deadline of July 1, 2023. Online payments may have additional fees attached, checks can be mailed by July 1, 2023 deadline. More details will be given in the acceptance letter.

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

## Scholarship

DBQfest believes in encouraging and supporting up-and-coming artists. We offer 2 booth scholarships to emerging artists. This scholarship is designed to get the artist a start in the art fair world. Scholarships include waived entry fee, and the rental of a 10 x 10 tent at no cost to the artist. If you are interested in this scholarship, do not apply through Zapplication, please fill out Scholarship Artist application available here. For more details email Ali at [director@dubuquefest.org](mailto:director@dubuquefest.org).

## Booths Information

Exhibitors supply all their own equipment for their booths. All tents should be weighted or staked. Most spaces have ample storage space adjacent to the booth. Booth spaces are on grass. **We will not be providing vendors with a table, tent or chairs for this event.** Vendors are responsible for supplying all their display items. This event is outdoors, so bring your sunglasses and other needs.

**Booth fee - \$150**

**Booth space - 11 x 11 booth, with varied amount of space between booths.**

**Important, show set-up time, event time and tear-down time**

Set-up time

- Fri. August 4, 2023 3pm - 6pm
- Sat. August 5, 2023 8am

Event time

- Sat., August 5, 2023 from 10am-5pm
- Sun., August 6, 2023 from 10am-5pm

Tear-down time

- Sun. August 6, 2023 at 5pm

Sellers are responsible for their booth and goods. Make sure you have someone at your booth or watching your booth at all times. If you need to take a restroom or food break, let us know and a DBQFest volunteer will look over your booth. With that said, if you decide to wander around or leave, DBQFest will not be responsible for guarding your belongings

## **Parking**

All spaces around Washington Park are reserved for exhibitors to load and unload their work, only. After unloading, free artist parking and free overnight RV parking is available. Free parking is limited and is on a first-come, first-served basis. No vehicles should be left in parking spaces surrounding the park. We want passersby to see your art!

## **Liability**

All work will be displayed entirely at the exhibitors' risk. No liability can be assumed by DBQFest, the Dubuque County Fine Arts Society, or the City of Dubuque. Overnight security will be provided.

## **Accommodations**

Travel Dubuque at (563) 556-4372 or toll-free at 800-798-8844;  
<https://www.traveldubuque.com/stay/>

## **LEGAL**

-Vendor understands that the jury fee is nonrefundable.

-Vendor shall not vend any goods or services other than those described herein at and during DBQFest without the ArtFair's consent.

-Vendor's vending station shall be no larger than 11ft x 11ft or taller than 15 feet, unless granted special permissions by DBQFest; shall be clean and orderly; and shall comply with all applicable laws and regulations.

-Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the vendor's location.

-Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.

-No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.

-Vendor 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

-Vendor 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.

-Vendor hereby agrees to indemnify and hold harmless DBQFest 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 DubuqueFest Director Ali Levasseur  
email: [director@dubuquefest.org](mailto:director@dubuquefest.org) – or visit our website at: [DBQfest.com](http://DBQfest.com)

## **Dates to Remember**

- March 8, 2023 – Artist Applications open
- May 31, 2023 - Application deadline
- June 1-10, 2023 - JURY REVIEW
- June 12, 2023 - Acceptance emails sent
- July 1, 2023 – Purchase deadline if accepted to show
- August 4, 2023 – check-in begins
- August 5-6, 2023 10AM-5PM – DubuqueFest Fine Arts Fair open