

# Information and Regulations for Art Beat 2018

## General Event Information

For one day the streets and sidewalks of downtown South Bend become a living gallery as artists, dancers, musicians, actors, poets and culinary artists display their talents for the community. Art Beat represents an opportunity for artists, merchants and community to meet in an atmosphere of celebration and camaraderie to enjoy richly diverse performances, displays and retail experiences.

Art Beat 2018 will be held on August 18th from 11 a.m. to 7 p.m. primarily along Michigan Street in the heart of downtown South Bend. Art Beat "Scenes" or areas of concentrated activity (performances & vendors) will be located throughout downtown.

**APPLICATION DEADLINE: June 4, 2018.**

## PARTICIPATION RULES FOR NONPROFITS

1. Eligibility: Nonprofits located in the following counties are eligible for participation: St. Joseph, Elkhart, LaPorte, Marshall and Starke counties in Indiana and Berrien and Cass counties in Michigan.
2. Application must be submitted before the deadline: June 4, 2018.
3. Each nonprofit participating in Art Beat is required to have an artistic component. You can have a craft for kids, sell arts/crafts to raise funds for your organization, do a demonstration, etc.
4. Nonprofit applicants must include up-to-date information in their application, including an email address that is checked on a regular basis.
5. Nonprofit participants must agree to all load-in/load-out policies as outlined below (See "Rules & Procedures for Set-up/Tear-down")
6. Nonprofit participants are responsible for their own 10x10 tent, tables, chairs and tent weights.
7. Nonprofit participants are responsible for bringing any additional help they may need for the event for set-up/tear-down, and manning their booth.

## RULES & PROCEDURES FOR SET-UP/TEAR-DOWN

***Participants who fail to abide by the following rules & procedures will jeopardize their future participation in Art Beat.***

1. Booth assignments will be emailed to participants in late July and participants are required to know their booth number prior to arrival. Additionally, booth numbers will be marked on the curbs downtown a month before the event, and participants are encouraged to locate their booth space in advance in order to create a smoother set-up experience for the entire event. In the past, several participants have arrived to the event not knowing their booth number or location, creating added strain on event staff and volunteers.
2. To aid in the flow of traffic during set-up and tear-down, one-way traffic patterns will be established that participants will be required to follow. Information on which streets will be one-way in which direction will be posted on the Art Beat website and will also be distributed e-newsletters to participants.
3. Set-up Information
  - o Set-up times will be staggered between 7 a.m. and 9 a.m. based on booth numbers.
    - a. Even number booths may come at 8 a.m. to set up
    - b. Odd number booths may come at 9 a.m. to set up
    - c. At 7 a.m. there will be a special "Early Bird Set-up" for anyone who needs more than 3 hours to get their booth just right.
    - d. Fine Arts Showcase participants (with lettered booth numbers) may come anytime between 7 a.m. and 9 a.m. to setup.
    - e. Arrival deadline is 10 a.m. Any participant not arriving by 10 a.m. forfeits their booth space, and event staff will allow artists



- from end booths to fill in their place to eliminate gaps in the festival.
- Participants will NOT be allowed to leave their vehicle in the street during set-up.
- The required set-up procedure is as follows:
  - a. Find your booth location (booths are located in downtown parking spots.)
  - b. Park your vehicle in your booth spot.
  - c. Unload everything onto the sidewalk at your booth location.
  - d. Park your vehicle in one of the nearby parking garages, which are free on weekends (NOTE – this is where having a booth helper is extremely important – to move and park your vehicle or to watch your items while you park; and also to help you set up your booth.)
  - e. Set up your booth within the boundaries marked on the curb at the location assigned to you.
  - f. All vehicles need to be removed from the streets of the event space prior to 10:30 a.m.
  - g. Set-up needs to be completed by 10:45 a.m.
- 4. Tear-down Information
  - Early tear-down is not permitted, in order to ensure a consistent experience for visitors. Participants may not begin tear-down until 7 p.m. unless otherwise indicated by event staff (such as in the event of a weather emergency.)
  - Participants will NOT be allowed to leave their vehicle in the street during tear-down.
  - Tear-down will be executed in the reverse order of set-up:
    - a. Participants need to have their booth items packed away and their tent disassembled, with all items on the sidewalk by their booth BEFORE retrieving their vehicle.
    - b. No vehicles will be permitted in the event space prior to 7:30 p.m. to ensure the safety of our guests.
    - c. Once a participant's items are out of the booth space and packed on the sidewalk, vehicles can then be retrieved, and should follow the established one-way traffic rules.
    - d. Participants need to park in their booth space, and then load their items.
    - e. Depart using the same one-way traffic rules.

## COMMUNICATIONS:

Informational newsletters will be sent out to Art Beat applicants on a regular basis. Applicants are requested to include an email address that is checked frequently in their application so as not to miss important announcements and instructions. Applicants should also check their spam/junk folders to make sure that important Art Beat emails are not hidden.

Additionally, the Facebook group "[The Artists of Michiana...Unleashed!](#)" is a helpful resource for local artists to discuss Art Beat questions and receive tips from fellow veteran Art Beat participants. Also, be sure to check [ArtBeatSouthBend.org](#) for event updates and a list of accepted artists, which will be posted on June 18.

For in-person assistance, members of the Visual Arts Committee will have a booth at each of the Arts on the Race art fairs held at the East Race the first Saturday of the month June, July and August. (June 2, July 7, and August 4.) They will be there to provide assistance, tips, and answer any questions applicants/participants might have, and will provide examples of booth set-up, tent weight options, etc.

Any questions, comments, issues, or suggestions regarding Art Beat can be directed to the following email address: [ArtBeatDTSB@gmail.com](mailto:ArtBeatDTSB@gmail.com).

## BOOTH SPACE

Each participant will be given a 10'x10' booth space in one of the Art Beat Scenes. Participants can request more than one booth space, for an additional \$10 fee per extra space.

Participants are responsible for bringing

- Their own tents, tables, chairs, and tent weights.
- Their own helpers to assist them with set-up, tear-down, and manning their booth should they need a break. Art Beat Volunteers may NOT be used for these purposes.

### **FEES**

Nonprofits are allowed one free 10x10 booth space. Additional, non-refundable fees will be required if you choose any of the following:

- Extra space: \$10 per extra space
- Scene Selection: \$10 (Note: due to the size of the event, organizers will not be able to fulfill requests for specific locations within a scene. Exceptions may be made for special circumstances, however, and those needs/requests should be emailed to ArtBeatDTSB@gmail.com.)
- Electricity: \$20

### **NOTIFICATIONS**

DTSB depends on the jury selections to ensure the highest quality show each year and with the amount of applications on the rise, not all applicants will be accepted. Applicants will be informed on or before June 18 as to their status of acceptance. They will then need to accept their invitation prior to July 2. Failure to do so will indicate that they are no longer interested/available in participating. Waitlisted applicants will be notified of their acceptance on or before July 9.

### **RAIN POLICY**

In case of severe weather, the event will be delayed 24 hours until Sunday, August 19th, 11 a.m. - 7 p.m. Event organizers will make this call by 5 a.m. on Saturday, August 18th and notify all participating artists by email as well as post information on the Art Beat website, and DTSB's Facebook and Twitter pages.

### **NO-SHOW POLICY:**

Art Beat organizers must receive notice of your inability to attend the event at least 4 weeks prior to the event so the space can be reassigned to another participant. Please note that fees cannot be refunded. Extenuating circumstances will be reviewed by the Art Beat Committee.

All participants must arrive prior to 10 a.m. on the event date. Participants failing to arrive by 10 a. m will be declared a No Show and their booth space will be forfeited. Event staff will allow participants from end booths to fill in their place to eliminate gaps in the festival. Participants classified as No Shows will jeopardize their future participation in Art Beat.

### **BOOTH LOCATION POLICY:**

Due to the urban location of this festival, site layout may be modified from year to year. Upon acceptance to the event, artists will have the ability to choose their "Scene" location for a small additional fee of \$10. Organizers will not be able to fulfill requests for specific locations within a scene. Exceptions may be made for special circumstances, however, and those needs/requests should be emailed to ArtBeatDTSB@gmail.com.

If electricity is required by the participant, locations with electricity will be available for an additional fee of \$20. Spaces will be given on a first come, first served basis. Space is limited and based on availability.

### **CONTACT**

**Any questions, comments, issues, or suggestions regarding Art Beat can be directed to the following email address: ArtBeatDTSB@gmail.com.**

