



**NEWPORT  
ARTS FESTIVAL**

4<sup>th</sup> Annual

**FESTIVAL**

(Artist set-up: August 27th – hours TBD)  
August 28th, 2010 – 10am – 6:30pm  
August 29th, 2010 – 10am – 5pm

## ARTIST

# Festival Application & Information Packet

**Application deadline  
April 12, 2010**

Questions? Please contact  
[nsmith@lookingupwards.org](mailto:nsmith@lookingupwards.org)  
or (401) 847-0960 x 56

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## ABOUT THE FESTIVAL

Hosted by local non-profit Looking Upwards, the Newport Arts Festival is a juried show of fine and functional art held in the heart of scenic Newport's bustling downtown waterfront at the Newport Yachting Center. The festival also features two full days of live music from Celtic to jazz, children's activities, and a café with delicious food.

## LOOKING UPWARDS

For over 30 years, Looking Upwards has supported people with disabilities to live fulfilling lives. Located in Middletown, RI, Looking Upwards is a nonprofit agency providing a wide array of services for adults with developmental disabilities and children with diverse needs. Throughout the state of Rhode Island, our programs promote growth and independence and assist people with developing satisfaction in all areas of life, such as success at school, meaningful work, a fulfilling home life and participation in the community. **All proceeds from the Newport Arts Festival benefit the mission of Looking Upwards.**

## ABOUT NEWPORT, RI

Newport has been referred to by many names, the "City by the Sea", a "crowning gem of the East Coast" and the "sexy suburb" historically providing summer residences for the wealthy of Boston and New York. This renowned city is a destination resort attracting thousands upon thousands of visitors during its busy summer season. On any August weekend 1,000 to 1,500 people come through the city's official visitors' center seeking information about what to do and see in Newport. The local area has 3,000 hotel rooms, over 800 bed and breakfasts and a harbor capacity of over 2,000 moorings, not to mention a steady flow of day visitors.

Newport offers something for everyone from all walks of life, including nightlife, beaches, boating, historic sites and eclectic shopping and dining. The city's waterfront, filled with shops, summer condominiums, moorings, restaurants and nightclubs, is a focal point at the pulse of the summer season.

## THE NEWPORT YACHTING CENTER

On the harbor in historic Newport, the Newport Yachting Center is the city's premier special event center in the heart of downtown, boasting 4 acres of prime event space. The home of the Newport International Boat Show, the Annual Schweppes Great Chowder Cook Off and the Snapple Sunset Music Series, the Newport Yachting Center is a unique facility located in one of the most beautiful waterfront sites in America.

## THE JURY PROCESS

Artist selection is based upon creativity, technical ability and use of medium. Decisions are based solely upon the merit of the work submitted and the need to create a balanced show. The target number of artists per medium will be pre-determined by the festival committee based on the number of applications received. Artists will be rated on a numerical scale. Artists receiving the highest scores will be accepted into the show. Scores will be retained and a waitlist will be created in each medium. In the instance that a booth becomes available, the next artist on the list will be notified. All jury decisions are final.

## FESTIVAL PROMOTION

Newport Arts Festival's extensive advertising and publicity promotes the festival throughout Rhode Island, South-eastern Massachusetts and in a wide array of tourist venues. Mediums include television, billboard, print, radio and internet outlets. In addition, the festival is included in the Newport Yachting Center's publicity and the Newport Arts Festival website is linked to the yachting center's website, which receives 135,000 visitors per year.

## ARTISTS' BENEFITS

### *Promotion of Artists*

In addition to overall festival publicity, the Newport Arts Festival provides these venues of promotion for all accepted artists.

*Online Artist Gallery:* Your work will be showcased in the festival's online Artist Gallery. Your gallery listing includes your artist statement, photos of you and your work as well as your contact information. Your work will remain on display in the Artist Gallery for many months after the show, providing exposure for after show sales.

*Artist Promotion Materials:* Upon request, event postcards will be sent to you for your distribution. Electronic announcements will be available as well.

*Event Program Guide:* You will be included in the Exhibitor Listing in the Official Program Guide the day of the event.

### *Hospitality*

*Amenities for exhibiting artists include*

- Parking for one standard size vehicle during festival hours of operation
- 24 hour security
- Electricity at booth site
- Availability of block rate hotel rooms

*On site hospitality includes:*

- Assistance with carrying and loading
- Booth sitters as needed
- Complimentary snacks and beverages

Information about reduced room rates and all other amenities will be provided in the accepted artists' information packets.

## **ART MEDIUMS**

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**Ceramics** – original clay work for decorative or functional purposes. No machine or mass produced work is accepted.

**Fiber** – all work crafted from fibers including basketry, embroidery, weaving, leather work, tapestry, and paper making. No machine tooling, machine-screened patterns, or other forms of mass productions are permitted. No factory-produced wearable items, regardless of additional modifications or enhancements by the artist may be exhibited.

**Glass** – original work in which the primary material is glass, including decorative or functional pieces. No mass production accepted.

**Jewelry** – ornaments such as bracelets, necklaces, earrings or rings, made of precious metals and which may be set with gems or semi-precious gems. A small percentage of exhibits of jewelry made from non-precious metals and other materials such as glass, ceramics, paper, fiber, wood, leather, or polymer clay may be selected, based upon creativity, technical ability and use of medium. No commercial casts, molds or production studio work will be accepted.

**Digital Art** – original works for which at least 50% of the work is created or composed using a computer to create the components, not just assemble the parts. For example, fractal images composed entirely by mathematical formula within the computer to generate the visual images would fall in this category. Photographs or photographic images for which the component parts are taken using either a film or digital camera and 'assembled' in the computer are considered photographs and artists should apply in the Photography category. Work in this category must be limited editions, signed and numbered on archival quality materials.

**Metal** – original functional non-sculptural metal work.

**Photography** – category includes all photographic prints made from the artist's original negative or digital image processing, which have been processed by the artist under his or her direct supervision. Photographers are required to disclose both the creative and printing process. Work in this category must be limited editions, signed and numbered.

**Sculpture** – original three dimensional work of any material including mixed media.

**Painting** – original painted works including but not limited to, oil, acrylic and watercolor.

**Works on Paper** – original work on paper including but not limited to graphics, printmaking, drawing and pastels.

**Wood** – original woodwork hand tooled, carved or machine worked. May be decorative or functional and includes furniture.

**Mixed Media 2D** – original two-dimensional work that combines more than one medium in a single work of art.

## **FESTIVAL FEES**

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### **Jury Fee:**

Send with application \$30 *per medium* (non-refundable).

### **Booth Fee:**

\$275 for 10' x 10' space

\$450 for 10' x 20' space (limited availability)

\$50 for corner booth (limited availability)

### **Please do not send cash. Make checks payable to:**

Looking Upwards, Inc.  
P.O. Box 4289  
Middletown, RI 02842

## **BOOTH INFORMATION**

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The majority of booth spaces are located under a large tent, with the remainder in an outdoor courtyard. Artists have the option of bringing a tent (with adequate lighting), or bringing their own pipe & drape or other booth boundary structure. No displays using only tables will be accepted. Artists placed outside of the large tent will need to bring a tent to adequately cover their work from weather. Artists will be notified of booth assignments approximately 30 days before the festival.

Available booth spaces are 10'x10', or 10'x 20'(limited availability). Corner booths are available for an additional fee and will be granted on a first come basis in order of festival application date.

**ELECTRICITY IS PROVIDED FOR EACH BOOTH.**

Artists must **BRING THEIR OWN** display materials:

- Lighting
- Extension cords
- Racks
- Tables
- Chairs

- Display units
- Other fixtures suitable for outdoor/indoor use
- Tent/pipe & drape/ booth boundary structure (artists must provide some form of divider to create space definition for their booth)

Your display must be completely contained within the space you have purchased. This includes chairs/stools, checkouts, overhangs, inventory for sale or storage, tent poles, etc. Please be sure that the #5 digital image portraying your booth is representative of the display quality you would provide for the show.

## ART PRICING

- We encourage each artist to offer a range of prices to increase your sales opportunities. The Newport Arts Festival has diverse patronage with an audience spanning many income brackets.
- The option of credit card use is recommended to maximize your sales during the festival.

## TRAVEL AND PARKING

Newport is a bustling destination resort, which makes it an ideal location for a festival. Artists should plan their travel around the traffic patterns similar to an urban setting. Although parking is available during the event and for loading and unloading, please be aware that artists will need to use local lots or on-street parking for a nominal fee during set-up and non-event hours.

## KEY APPLICATION DATES

*April 12, 2010:*

Deadline for sending Artist Application, \$30 jury fee per medium and booth fees. (Postmarked 4-10-10).

*April 30, 2010:*

Deadline for late entries. All artist applications, jury and booth fees postmarked after 4-10-10 will be accepted with an additional fee. *A \$50 late fee applies to any applications postmarked 4/12/10-4/28/10.* All applications must be received by 4-30-10.

*May 15, 2010:*

Notification of acceptance will be mailed to artists.

*Approximately 30 days prior to festival:*

Artist booth assignments, set-up times and other specific information will be mailed to artists.

## FESTIVAL STANDARDS

In the spirit of ensuring the Newport Arts Festival is a pleasurable and rewarding event for everyone who participates, Looking Upwards has adopted the following standards.

**1. Artist's own hand** - All work displayed at the Newport Arts Festival must be of professional quality and created and executed by the displaying artist's own hand.

**2. Single artist or two person teams** - The work displayed at the Newport Arts Festival is limited to the work of single artists or two-person team collaborations.

**3. All of artist's mediums to be juried** - Artists may only exhibit and sell work in the media categories for which they are accepted.

**4. Limitations on photomechanical reproductions** - The Newport Arts Festival permits photomechanical reproductions of an artist's original work limited to no more than 20% of the artist's display. Reproductions must be limited edition prints, numbered, and signed by the artist. Prints must be labeled as reproductions.

**5. Items not accepted** - Items made with commercially available patterns or molds or any item produced commercially or by anyone other than the artist will not be accepted in the show. Festival Representatives will check each booth before opening and maintain the right to ask artists to remove items appearing to be incongruous with festival standards.

**6. Artists present at the festival** - Artists must be present during the entire event and must personally staff their exhibit space. No agents, dealers or representatives may attend the event in place of the artist.

**7. Consistency with images submitted** - At intervals throughout the show, all displays will be reviewed by the Festival Representatives. The committee will ensure that all items that each artist displays are of the same or better quality as the images the artist has submitted.

**8. In the event of rain** - We do not offer a rain date for the festival. Though individual artists' tents are under larger festival tents, we encourage you to have suitable material to protect your work. Due to the expenses of the show, we unfortunately cannot provide a refund. In the case of inclement weather, the Festival Committee has the sole discretion in the decision to close the show. Artists leaving or packing up their booths without the approval of the committee risk not being invited back to the show.

**9. Cooperation with rules and standards** - The Festival Committee will require artists to remove any items that are not within the show's standards. Artists violating the rules and standards of the Newport Arts Festival or who fail to cooperate with the Festival Committee will not be allowed to exhibit in the show. At any point during the show, the Festival Committee reserves the right to remove anyone from exhibiting in the show for failure to follow the Newport Arts Festival's rules and standards.

## EVENT DATES AND TIMES

*Artist Check-In*  
Friday, August 27th      To Be Determined

*Festival Hours*  
Saturday, August 28th      10 A.M. – 6:30 P.M.  
Sunday, August 29th      10 A.M – 5 P.M.

*Artist Check-out*  
Sunday, August 29th      Begins at 5 P.M.

## FESTIVAL CONTACT INFORMATION

For more information, contact either:

*Nichole Smith, Events & Fundraising Coordinator*  
Phone: 401-847-0960 ext. 56 or  
Email: nsmith@lookingupwards.org

*Gloria Davis, Administrative Assistant*  
Phone: 401-847-0960 ext. 25 or  
Email: gdavis@lookingupwards.org

**Looking Upwards**  
**P.O. Box 4289**  
**Middletown, RI, 02842**  
**fax 401.849.0290 phone 401.847.0960**

## APPLICATION

To apply to the 4th Annual Newport Arts Festival please fill in the following information on pages 4 - 8 and submit with your images and fees by the deadlines listed on the preceding page. Thank you for your interest.

## ARTIST'S CONTACT INFORMATION

Please type or print as you would like your information to appear in festival publicity. If you are selected for the show, all contact information given may be displayed on the festival website on your artist gallery page unless you specify otherwise in the section below.

\_\_\_\_\_  
Artist's First Name

\_\_\_\_\_  
Artist's Last Name

\_\_\_\_\_  
Name of Second Artist (if two-person collaborative team)

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip/Postal Code

(    ) \_\_\_\_\_  
Area Code - Home Phone Number

(    ) \_\_\_\_\_  
Area Code - Studio Phone Number

(    ) \_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

Please check the boxes below only if you DO NOT want this information included on the artist gallery page of the festival's website:       Street Address       Home Phone

## MEDIUMS

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Please check the medium that describes the work that you plan to display. For specific requirements for each category, please refer to page 1.

**To Exhibit in More Than One Medium:** Please note that the work you are authorized to sell at the festival is restricted to your juried medium. If you wish to show work in more than one medium, please check the appropriate categories and attach a check for each medium that you want juried. *The jury fee is \$30 per category and is non-refundable.*

- Ceramics
- Fiber
- Glass
- Jewelry
- Digital Art
- Metal
- Photography
- Sculpture
- Painting
- Works on Paper
- Wood
- Mixed Media (2D)

## BOOTH INFORMATION

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### **Booth set-up:**

Most artists will be positioned under a large tent.

Artists must provide a structure to separate their space from neighboring artists. You will have the option of using a tent, your own pipe and drape or other boundary structure. Tables alone will not be accepted.

- I plan to bring a tent
- I plan to bring a pipe & drape or other structure for creating a booth boundary.

### **What to Bring:**

- ELECTRICITY is available for each booth; please BRING YOUR OWN EXTENTION CORDS
- Your tent may be situated under a larger tent so we suggest that you bring sufficient lighting for your work.

## ARTIST'S FEEDBACK

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Where did you hear about the festival?

- I'M A RETURNING ARTIST
- MAIL
- EMAIL
- WORD OF MOUTH
- ART CALENDAR E-BLAST
- SUNSHINE ARTIST
- POSTED IN MY COMMUNITY
- OTHER \_\_\_\_\_

## ARTISTS' PROMOTIONAL MATERIALS

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Promotional postcards are made available for artists to distribute. Would you like to receive postcards?

- No       Yes      Quantity \_\_\_\_\_

## NOTIFICATION OF ACCEPTANCE

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Notification of Acceptance will be mailed to artists on or before May 15, 2010

### **Booth Size and Fees:**

Please check which booth size you will need for your display.

- 10 X 10 = \$275.00       10 X 20 = 450.00
- I would like a corner booth for an additional \$50  
(Corner booths are limited and will be assigned after jurying on a first-come first-serve basis according to the date your application was received.)

Booth fees should be submitted with your application and will be returned to you if you are not accepted into the show. Your booth fee will not be processed unless you are accepted.

### **Booth Assignments:**

Artists will be notified of booth assignments approximately 30 days prior to the festival.

## IMAGE REQUIREMENTS

### Please submit with your application:

- Required:** four images representing current work that you intend to display
- Required:** one image of your booth display. This image must include the booth boundary structure (e.g. drape, tent, etc.) that you plan to use.
- Optional:** an image of yourself is recommended for your artist gallery page.

### If you are applying for more than one medium:

Submit four digital images representing work you intend to display in each medium. e.g. if you are applying for two mediums, submit four images for each medium (total of eight), one of your booth, and an optional artist's portrait.

**Please explain in the spaces below**, the process and materials used in your work; the reproduction process should be disclosed where applicable. Select two of your images to be utilized in the artist gallery on the festival website.

**Image # 1** Title: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Process /materials, descriptions \_\_\_\_\_

Check if you would like this image to be one of the two artwork images displayed on your page in the on-line gallery.

**Image # 2** Title: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Process /materials, descriptions \_\_\_\_\_

Check if you would like this image to be one of the two artwork images displayed on your page in the on-line gallery.

**Image # 3** Title: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Process /materials, descriptions \_\_\_\_\_

Check if you would like this image to be one of the two artwork images displayed on your page in the on-line gallery.

**Image # 4** Title: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Process /materials, descriptions \_\_\_\_\_

Check if you would like this image to be one of the two artwork images displayed on your page in the on-line gallery.

**Image # 5** (Booth Display)       **Image # 6** (Optional: Artist's Portrait) – for on-line artist' gallery page

### Image specifications:

- Digital Images** - We request digital images be hi-resolution .jpeg images (.tiff and RAW files also accepted). Recommended size is 300dpi and roughly 5"x7". Please submit images on a CD-R with your name written on the CD. File names should correspond with the image descriptions provided below.
- Slides** - Slides must measure 2"x 2". The artist's name must be written on the slides and they must be clearly marked "top" and "front. Please include a \$25 fee for each medium to be juried to cover the costs of converting your slides to digital images.
- Photographs will not be accepted.**
- In the online artist gallery** - To best promote your work and the festival, low quality images will not be displayed in the online artist gallery.



## TAXES

Exhibiting artists are responsible for applicable RI Sales Taxes. Please list your RI sales tax ID number below and include a copy of your sales tax permit with your application entry.

**Tax ID Number:** \_\_\_\_\_

If you do not have a sales tax permit a temporary permit can be issued to you at registration the weekend of the festival for a \$10 fee.

**Yes, I need a temporary permit.**

## PAYMENT BY CREDIT CARD

**If you would like to pay your festival fees by credit card please fill in the following information. Jury fees will be processed upon application receipt. Booth fees will be charged upon acceptance to festival. A \$2.00 processing fee applies for credit card payment. Note: Credit card charges will post to your bill as "Looking Upwards, Inc."**

Card type:  Visa                       Master Card                       AMEX

Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_      CSV code (on back of card) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address (if different than mailing address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Mail completed application and payment to:

**Newport Arts Festival  
c/o Looking Upwards, Inc.  
P.O. Box 4289  
Middletown, RI 02842**

*Checks should be made payable to  
Looking Upwards, Inc.*

## RELEASE

I am hereby authorizing Newport Arts Festival to utilize my images for publicity for the festival. I understand that Newport Arts Festival is a rain or shine event. There will be no rain date. My signature confirms that I have read and agree to the Newport Arts Festival rules & standards.

By submitting this application I understand that I commit to the show if accepted. No refunds will be made for cancellations. I agree to hold harmless Looking Upwards, Inc. and/or the Newport Yachting Center for any liability.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Partner's Signature (if two-person collaboration)

\_\_\_\_\_  
Date

### APPLICATION CHECKLIST

- Completed/signed application form
- \$30 check for each juried medium (This is a nonrefundable fee)
- Check for Booth Fee (This check will not be cashed unless artist is accepted)  
\$275 for 10x10 or \$450 for 10x20, Include an additional \$50 if requesting a corner booth, and/or you are applying under the late entry deadline.
- CD with the 6 images or 6 properly labeled and numbered slides in protective sleeve. Remember: additional images are required if you are submitting for more than one medium. (Please include a \$25.00 fee for the transformation of your slides to digital images)
- Self-addressed stamped envelope (with adequate postage) if you require your slides or CD to be returned in the event that you are not accepted.
- If you have one, did you list your RI tax ID number and include a copy of your sales tax permit with your application?
- Did you indicate the quantity of post cards you will need?
- Did you complete your artist statement?