



## REGISTER NOW FOR NEXT YEAR'S FESTIVAL

Saturday, September 21, 10 am – 4 pm, J. Travis Price Park, Springfield, TN

The 14th annual Art in the Park is a fine art and folk arts festival presented by Willow Oak Center for Arts & Learning each year FREE to the public. The event attracts 3,500-4,500 people from Middle Tennessee and beyond.

We would appreciate your “sharing” our Art in the Park posts on Facebook and Instagram to your personal pages. That would help us reach an even greater audience.

### STANDARDS

1. The artist or craftsperson that designed the work must personally attend their booth during show hours. *If the work is signed or the artist's name appears on a hangtag, that individual is required to be at the show.* Any person or persons working in the booth must be neat in appearance and clothing must adhere to the provisions in line 5 below. You are required to bring any materials needed for your booth, such as chairs, tables, and displays.
2. A 10' x 10' “instant up” style canopy is required for each 10' wide section of space. Exhibitors are required to be prepared for inclement weather by securing their canopy to the ground with stakes through the feet of the canopy or weighted to eliminate the possibility of the canopy toppling in moderate to heavy wind. All vendor booths should be attractive from all sides and not distract from neighboring booths.
3. Booths are required to be in place until 4:01 pm the day of the show. Any exhibitor tearing down early will not be allowed to participate in any future Art in the Park events. Art in the Park is rain or shine. In the case of an emergency or hazardous weather conditions, the Art in the Park organizers will make a determination on tear down requirements at that time.
4. Booths, the area behind and around them, are to remain clean and free of garbage.
5. Art in the Park is a family event. All articles of clothing must be in good taste with no negative reference to race, ethnicity, gender, or religious prejudice. No items considered obscene will be allowed. Art in the Park organizers will make the final judgements.
6. Alcoholic beverages and illegal drugs are prohibited.
7. Vendors must park in areas designated by Art in the Park organizers. Unloading and loading will be allowed near your booth during set-up and tear down hours ONLY (weather permitting). Handicap Parking will be made available to exhibitors with the handicap tag.
8. Exhibitors are responsible for collecting and reporting their own sales tax.
9. Any exhibitor that does not meet these requirements at set-up will be asked to leave.

### FOOD VENDORS

- 1) Only professional food vendors will be approved for the “food court” area of Art in the Park.
- 2) A maximum of 3 food trucks are allowed at Art in the Park. In order not to compete, food vendors will offer a variety of foods. (For example, only one food truck will sell barbeque.)
- 3) Approved food vendors will be required to have a trailer or 10'x10' canopy covering their food sales and prep area.
- 4) Food vendors must present their Permit, health inspection, and/or business license.
- 5) 10% of sales will be paid to Willow Oak from each food vendor. Checks should be mailed to Willow Oak, PO Box 236, Springfield, TN 37172, no later than one week after the event.

## ELIGIBILITY, JURYING, ACCEPTABLE WORK, EXHIBITOR SPACE AND FEES

Willow Oak accepts only high-quality fine art and folk art. Media include, but are not limited to, pottery, wood, baskets, metal, botanicals, iron works, jewelry, paintings, sculpture, photography, glass, and fiber. The artwork must be produced entirely by the hands of the exhibiting artist. Absolutely NO sale or resale of commercial or manufactured items will be permitted.

Exhibitors may only sell work that has been approved.

Food items and other consumable products are not considered art objects and therefore may not be sold. Only professional food vendors will be approved for the “food” area.

Any work not in compliance with the rules and standards may not be displayed or sold during this event.

All vendor applications will undergo a panel review comprised of local artists, makers, and Willow Oak staff. Each vendor must send at least three (3) but no more than six (6) photos of their artwork and booth setup. Completing an application does not mean you have been accepted.

Please look for an acceptance email with further instructions no later than August 15, 2024..

Make Checks Payable to AITP/Willow Oak.

Mail checks to AITP/Willow Oak, PO Box 236, Springfield, TN 37172

Or Pay Online at [www.willowoakarts.org/artinthepark](http://www.willowoakarts.org/artinthepark)

Booth Fees are as follows: 10'x10' \$75 | 10'x20' \$150

Receive a \$20 discount by inviting a new vendor to exhibit. Your \$20 will be refunded when the new vendor's registration fee is received. 2024 must be the first time for the new vendor to exhibit.

For 2024, Art in the Park, booth fees for accepted exhibitors will be refunded under these conditions:

1) Vendor is sick the day of the event AND contacts Willow Oak at 615-406-1319 (Muzetta Miller) or 615-663-1461 (Lacie Beu) by 8:00 am.

Booth locations will be available on a priority basis to returning exhibitors as long as applications are received by the August 15, 2024 deadline. All other booth spaces will be available on a first-come/first-served basis.

DAY of EVENT Saturday, September 21, 2024

- *Set-up: 7 am to 9:30 am All booths must be ready for event at 9:30 am*
- *Event: 10 am to 4:00 pm*
- *Take down: 4:01 pm (NO early tear down)*

If you have questions or suggestions, please let us know by emailing [artinthepark@willowoakarts.org](mailto:artinthepark@willowoakarts.org).

Thank you for being a part of our 14th Annual Art in the Park!



**14th Annual Art in the Park • Vendor Application**  
**Saturday, September 21, 2024 • 10 am – 4 pm**  
**J. Travis Price Park, Springfield, Tennessee**

Please complete the registration form and mail to:  
Willow Oak/Art in the Park, PO Box 236, Springfield, TN 37172

Event Contact: Willow Oak Center for Arts & Learning, 301 5th Ave W, Springfield, TN 37172

615-380-8071 | [artinthepark@willowoakarts.org](mailto:artinthepark@willowoakarts.org)

Page 1 – Registration Form

Artist Contact Information (All information is REQUIRED)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Media Used for Art (Circle all that apply)

Clay Wood Baskets Metal Botanicals Iron Works Jewelry Painting Glass Fiber Photography

Sculpture Decorative Signs Other \_\_\_\_\_

Other, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Each vendor must include at least three (3) but no more than six (6) photos of their artwork and booth setup.  
Photos must be representative of the items that will be for sell.

Vendor Booth (Select One)

10' X 10' Booth Space = \$75

10' X 20' Booth Space = \$150

By selecting each choice below, I am stating I have read and agree with these terms (please check v ):

o Completing an application does not mean I have been accepted. Please look for an acceptance email with further instructions.

o I understand that if selected, I will be notified by email and sent an invoice for payment. Booths must be paid for within 5 calendar days. If not paid within 5 calendar days, my booth space will be given to another vendor.

o I understand that this is a RAIN or SHINE event.

o Vendors may begin set up on Saturday, September 21st at 7:00 am, and must be ready for business at 9:30 am.

o I agree to keep my booth set up for the entire event from 9:30 am to 4:00 pm (unless otherwise informed by the event staff). If any vendor begins to tear down their booth prior to 4:00 pm, they will not be invited back to future Art in the Park events.

o Vendors are responsible for bringing their own tents, tables, chairs, etc.

o Vendors are responsible for collecting and reporting their own sales tax.

o Willow Oak Center for Arts & Learning and The City of Springfield are not responsible for any lost or stolen items or money during the event or any damages sustained to your items.

o As a vendor, I give permission to Willow Oak Center for Arts & Learning and The City of Springfield to advertise my vendor information and photos on their social media feeds.

o Alcoholic beverages and illegal drugs are prohibited.

o Art in the Park is a family-friendly event. All clothing and/or items should be chosen in good taste.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

(Both Pages of this application along with photos are required for approval.)