

2nd Annual



Liberty Center
Association
for the Arts

111 W. 5th
Sedalia, MO 65301
660-827-3228

Sedalia Downtown
Development, Inc.

PO Box 820
Sedalia, MO 65302-0820
660-827-7388

In Historic Downtown Sedalia

Dear Artist/Crafter/Vendor:

Congratulations! The preparations for the 2012 Queen of the Prairies Festival of the Arts are under way and you are invited to join us. The QPFA Festival Committee, as part of the Liberty Center Association for the Arts and Sedalia Downtown Development, Inc. will host the outdoor, one-day event to be held on Saturday, September 22, 2012 in historic downtown Sedalia. As in the past, with your participation, we anticipate that the 2012 QPFA Festival will be even better than last year. This is your invitation to participate in the 2012 Queen of the Prairies Festival of the Arts.

Registration fee for Artists/Crafters/Vendors is \$50.00 for a 10' by 10' space.

If you want to participate, please fill out and return the enclosed registration form, along with your check for the registration fee. Checks should be made payable to the QPFA and mailed along with the registration form to the Liberty Center Association for the Arts, Queen of the Prairies Festival, 111 W. 5th St., Sedalia, MO 65301. Postmark deadline is August 1, 2012. Entries mailed after August 1, should include a \$25 late fee. Space is allotted on a first-come, first-served basis. Submitting a registration form is not a guarantee of a space.

Set-up time will be Saturday morning, September 22, 7:00 a.m. until 9:30 a.m. Hours for the QPFA Festival are 10:00 a.m. to 7:00 p.m. Saturday, September 22. There is no rain date. This is a rain or shine event!

No vehicles will be allowed in the exhibit area after 9:30 a.m. or before 7:00 p.m. Exhibitors arriving late will have to walk their merchandise in from the designated parking areas. There will be volunteers to help set up and tear down. You will need to make arrangements with the festival committee to schedule for volunteers.

NOTE: THIS IS A JURIED SHOW. Submit photographs or CD with 5 jpegs at 300 dpi of the work you plan to display in your booth and 1 jpeg of your booth setup + \$20 jury fee. Artists and Crafters you must make what you sell. **NEW** this year will be a special section open to vendors selling speciality items, civic organizations and church groups. These items must be high-end quality and **ABSOLUTELY NO** novelty or carnival type items will be considered. The QPFA Committee reserves the right to limit the number of like items to avoid over duplication. If you are a retraining artist/crafter, Best of Missouri Hands artist or you have participated previously in any of the Mid Missouri Artist's fall shows, you do not need to send photographs, CD or jury fee. Send booth fee only.

If you want more copies of the enclosed QPFA Festival handout to put out at other shows or give to your customers, please call Terri Ballard at 660-827-3228.

Regards,

Terri Ballard Meg Liston Victoria Weaver Madge Gressley
Queen of the Prairies Festival of the Arts Committee

Queen of the Prairies FESTIVAL OF THE ARTS • SEPTEMBER 22, 2012

Queen of the Prairies is an outdoor juried professional fine art, fine art crafts and folk art show with space for 60 + artists and vendors. Our goal is to present a well-rounded and diverse show representing all aspects of the arts including theatre and music.

Eligibility...Artist's Section

- Open to all professional fine art artists, fine art crafters and folk artists.
- Only original handcrafted work will be permitted in the Artist's Section. Reproductions of artist's original works should be labeled as reproductions. **No kit or work from kits, imports or manufactured items for resale will be permitted in the Artist's Section.** Factory produced art or plagiarism will result in removal.

Eligibility...Specialty Section

- Open to vendors selling specialty items, civic organization promotions and church groups.
- Items must be high-end quality. **Absolutely no novelty or carnival type items will be considered.**
- Queen of the Prairies Festival Committee reserves the right to limit the number of like items to avoid over duplication.

Eligibility...Food Vendors

- All types of food are welcome.
- Vendors must submit photographs of their booth setup, product and a sample menu.
- Queen of the Prairies Festival Committee reserves the right to limit the number of like items for sale to avoid over duplication.
- Certificates of insurance are required and need to be submitted along with application. A vendor with cooking/heating equipment shall provide a certificate of insurance for one million dollars (\$1,000,000) naming Queen of the Prairies Festival of the Arts (QPFA), the Liberty Center Association for the Arts (LCAA) and Sedalia Downtown Development, Inc. (SDD), its agents and employees as additionally named insured and held harmless. Those vendors not cooking shall provide a certificate of insurance for five hundred thousand dollars (\$500,000) and include the hold harmless clause.
- Vendors are responsible for maintaining the cleanliness of their booth and adhering to all health department requirements.

Fees...Artists/Specialty Vendors

- Send two (2) checks: \$20 Jury Fee and \$50 Standard Booth Fee. Jury Fee is non-refundable. Booth Fee will be refunded if

not selected. Make checks payable to QPFA.

- Returning artists, Best of Missouri Hands artists and MMA Craft Show vendors have been pre-juried and do not need to submit a jury fee or photos for this festival. Submit booth fee only. Request for electric hook-up must be made at the time of application. \$35 fee will apply.
- **Artists will receive a 10% discount on booth fee if they demonstrate during the festival and will be included in promotional materials.**

- All city license fees will be paid by the Festival Committee. Artists/Specialty Vendors are responsible for having current Missouri tax and license numbers if applicable.

Fees...Food Vendors

- Send check for \$50 Standard Booth Fee. Booth Fee will be refunded if vendor is not selected. Make checks payable to QPFA.
- Request for electric hook-up must be made at the time of application. A fee will apply. To determine the amount of power needed, you should check the electrical ratings label on the appliance or equipment and total the electrical usage. It should not exceed 20 amps or 2400 watts (1 amp equal 120 watts). If your total exceeds these limits, you will need additional power, or you will need to eliminate an appliance.
- All city license fees will be paid by the Festival Committee. Vendors are responsible for having current Missouri tax and license numbers.

How to Apply...Artist's Section/Specialty Section

- Submit a CD with 5 jpegs at 300 dpi of the work you plan to display in your booth and 1 jpeg of your booth setup for the show. On a separate sheet of paper, list description, size, medium and price. Please mark your CD with name, address and phone. Accepted artists will be listed and have a link to their website on the Liberty Center's website, www.lcaasedalia.com. Accepted artist's work may be used in promotional advertisements for the Festival.
- Send a self-addressed, stamped envelope large enough and with enough postage for return of CD if desired.
- Jurying for Queen of the Prairies Festival of the Arts will be provided by the Festival Committee.

How to Apply...Food Vendors

- Submit certificate of insurance, a photograph of your booth set up, product and sample menu along with completed application.

Exhibition Space...

- All spaces are approximately 10' x 10' on concrete. Electricity available for an additional \$25 fee. Request for electricity must be made at the time of application. No other requests will be honored. Each artist/food vendor will be responsible for his/her

own booth display including tables, table coverings, backdrops, signage, displays and canopy. **Tents are to be set up with weights only — no stakes.** No special requests for booth location will be accommodated. There is no rain date. No refunds, no cancellations.

- Artists/vendors are responsible for their art, supplies and tents during stormy weather.
- Artists/vendors are responsible for clean up and disposal of all trash.

Sales...

- Artists/vendors must man their booth during the entire show, however, volunteers will be available if a break is needed. The artist/vendor is responsible for collecting money and paying proper state and local sales taxes for his/her individual sales (Sedalia area sales tax of 7.6% applies to all sales.) Artwork sold must be created by the Artist/Studio signing this agreement. No commissions will be charged on sales.

Accommodations...

There are several area motels, hotels, bed & breakfasts for lodging. Check www.visitseadalia.com for locations and contact information. For camping on the Missouri State Fairgrounds call 660-827-8150. **It is suggested to make accommodations early.**

Dates to Remember...

- **August 1, 2012: Postmark deadline for entries. Standard Booth Fee \$50. After August 1, 2012, a \$25 late fee must be included.**
- **August 15:** Artists/vendors notified and booth / name tags sent.
- **September 22:** Set up beginning at 7:00 a.m. Vehicles must be removed by 9:30 a.m. Designated parking will be available for artists/vendors.
- **Show Hours:** September 22, 10 a.m. - 7 p.m. Rain or shine the show goes on!
- **Break Down:** Booths may taken down at 7 p.m. All displays, trash and booth set-ups should be removed by 9 p.m. Vendors have the option to stay later because of the influx of people with the parade and live entertainment which starts at 4 p.m.
- **September 22:** Sedalia Regional Airport Pancake & Fly-In Breakfast - 8 a.m.-Noon, Fly-In, plane rides, entertainment - 10 a.m. -1 p.m.
- **September 20-23:** Missouri State Harley Owners Group (HOG) Rally
- **Sept. 22:** Downtown festivities include: Beer Garden Entertainment and Live Music starts at 4 p.m. Bikers' Parade from the Missouri State Fairgrounds starts at 6 p.m.

Special Note to Artists: For your sales that may need shipping, there is an UPS Store located at: 2304 W Broadway, Sedalia, MO 65301 (660) 826-0700. Saturday store hours are 8 a.m. to 4 p.m.

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PO Box 820 Sedalia, M) 65302-0820 660-827-7388

Application / Agreement for Exhibition Space - September 22, 2012

(Please print clearly)

Artist/Vendor Name: Business Name, if applicable:

Address: City: State: Zip:

Telephone: Cell:

E-mail: Web Address:

Check if: Artist BOMH Member Food Vendor Returning Artist MMA Craft Show Attendee Other

Please check the appropriate category:

Pottery Baskets Leather Quilting Glass Jewelry Wood Sculpture Painting/Drawin Photography Ceramic Fibers Metal Other

Price Range of Work

- Non-refundable Jury Fee \$20 Standard Booth Fee \$50 Late Fee if after August 1, 2012 \$25 Electrical hook up - 120 volts \$35 • 220 volts \$50 Total Due \$

Pay by: Check Mastercard Visa Discover

Non-BOMH artist enclose two (2) checks. Make each payable to QPFA.

Mail to: Liberty Center Association for the Arts Queen of the Prairies Festival of the Arts 111 West Fifth Street Sedalia, MO 65301

Name on Credit Card:

Card #:

Expiration Date:

Signature:

If paying by credit card, application and jpgs may be e-mailed to: lcaa@iland.net

I hereby agree to the terms and conditions listed below for Queen of the Prairies Festival of the Arts (QPFA). I understand that I, as an artist/vendor, am an independent contractor and not an agent for the Liberty Center Association for the Arts (LCAA) or Sedalia Downtown Development, Inc. (SDDI) I do hereby release the LCAA, SDDI and all sponsoring organization(s), and/or members thereof, and all persons involved in the planning and conducting of Queen of the Prairies Festival of the Arts from any and all claims, demands and/or causes of action arising out of my participation in the Queen of the Prairies Festival of the Arts and covenant not to sue the LCAA, SDDI or any sponsoring organization(s), members thereof and/or all persons involved in planning and conducting this event for any damages or liability relating thereto. I further agree to indemnify and hold the LCAA, SDDI and all sponsoring organization(s), members thereof and/or all persons involved in planning and conducting this event harmless from any and all liability for my (artist's/vendor's) failure to deliver merchandise or fill special orders, for defective goods, for any damage or injury resulting from my display, for my/our acts or omissions, for goods sold and from any infringement of trademarks or copyrights. I (artist/vendor) shall make any and all repairs necessary from my actions, I also covenant and agree to secure, maintain and keep in force a comprehensive general providing insurance coverage for loss due to damage or theft of product, equipment liability insurance policy with a certified insurance carrier. I am also responsible for providing insurance coverage for loss due to damage or theft of product, equipment or fixtures while at Queen of the Prairies Festival of the Arts.

By signing and returning, I consent to all the rules of the art show, and that I have read and understand the above information and do agree to abide by and comply with said information.

Artist/Vendor Signature

Date

Postmark deadline — August 1, 2012