



## 2026 Information and Registration

**Registration to Display Deadline: Monday 4/1/2025 or sooner. First registrations received will be accepted provided you meet the requirements stated in this information packet. (up to 18 artists spaces available)**

**Artist Set Up:** Friday 7/17/2025 11:00 a.m. - 5:00 p.m.

**Art Sale Show Dates:** Sat. 7/18/2025 10:00 a.m. – 5:00 p.m. Sun. 7/19/2025 10:00 a.m. – 5:00 a.m. with teardown from 5:00 p.m. - 7pm p.m.

### ARTSplash ELIGIBILITY REQUIREMENTS

1. Attendance 4 Artists Connect monthly meetings.
2. Commit to attending scheduled (in person or Zoom) Meetings for ARTSplash planning and provide any requested information by email should a meeting be called.
3. Sign up for an ARTSplash committee task (see second page of Contract),
4. Provide an item for the Auction. All proceeds go to Edmonds Arts Festival Foundation (EAFF).
5. Adhere to all show guidelines.
6. Edmonds Arts Festival Foundation (EAFF) receives 25% commission on all sales.
7. In the event an Artist needs to withdraw from the show, the artist must notify the registrar.
8. Be willing to place posters around the area for promotion of the show, and hand out postcards promoting the show.

### ACCEPTANCE

Acceptance into ARTSplash is on a first-come, space available basis. When completing the registration form please specify preference for either a wall (for 2-D Art only) or interior space (2-D or 3-D), and any special requirements you need to display your art. Have enough artwork/material to fill your space and meet the needs of shoppers.

1. Artists agree to pay a \$40.00 entry fee for a wall space or \$30.00 for a panel hanging/table space.
2. Applications will not be accepted without payment.
3. Once accepted into the show, the fee is **non-refundable** and **non-transferable**.
4. Once all participant slots are filled, an artist's name may be added to a waiting list. If on the waiting list, the artist agrees to be prepared to replace a participant, even on the day of show setup. Inclusion on the waiting list does not ensure participation in show.
5. If an Artist is not accepted into the show due to lack of space, a refund will be made.

### PUBLICITY

1. Artists agree to provide two to five images of their work representative of what will be displayed at ARTSplash, to be used in ARTSplash promotion in print, on the Artists Connect website and social media.
2. Images need to be high quality jpegs, properly exposed, evenly lit and with no frame showing.
3. Images should be sent to **Chris Cossu at [chricossu@gmail.com](mailto:chricossu@gmail.com)**
4. Images received by May 1, 2025, will be considered for use on the show postcard/poster.

5. Artists agree to place as many posters, and to give out as many postcards as possible in order to support promotion of the art show.

## CATEGORIES

All artwork must be for sale. Items must be original art created by the exhibiting artist in one of the following categories:

1. Painting (pastel, paint or mixed media),
2. Drawing,
3. Sculpture,
4. Artisan Work (weaving, pottery, ceramics, fiber art, glass art, metal, jewelry),
5. Photography,
6. High quality reproductions of the artist's originals - identified as reproductions, and
7. Items featuring the artist's original work.

## LABELING FOR THE SHOW

1. Wall labels for hanging art should be business card size (approximately 2" X 3 ½") and contain:
  - a. Item Title,
  - b. Artist Name,
  - c. Medium, and
  - d. Price.
2. All Displayed Items for sale must have:
  - a. A label identified by the artist's unique inventory code (determined by the artist) and item price must be securely affixed to each item.
  - b. All labeling should be completed prior to delivery of items to Art Works for installation.
3. Participants **may** collectively decide to set aside a special area for a group display.

## INVENTORY LISTS

1. Inventory list spreadsheets will be made available to participants several months prior to the show. The completed inventory spreadsheets, showing all items to be offered for sale at ARTSplash, including back-up items, must be emailed to Ann Wood [annwood5@comcast.net](mailto:annwood5@comcast.net) no later than July 1, 2026.
2. Inventories will use the artist's unique three-digit/letter code, determined by the artist, to identify every item for sale by that artist. The artist's address needs to appear on each spreadsheet page for check mailing purposes.
3.
  - Each original and single item will use a separate code (i.e. XYZ-Over the Moon: Oil; XYZ-In the Garden: Print; XYZ-Blue Cotton Tote Bag; XYZ001: 20x16 acrylic).
  - Items that the artist has multiple copies of get their own category (i.e. XYZ - \$5 card; XYZ \$12 Card; XYZ-t-shirt \$25)
  - Each special deal, such as three for a certain price, would have its own code (i.e. XYZ- 3 Cards for \$5).
4. Original and one-of-a-kind items will be listed separately on the spreadsheet from multiples and special deals.

## INSTALLATION: SET-UP/TAKE-DOWN

1. Artists must complete the set-up of their display between the hours of 11:00 AM and 5:00 PM on the designated set-up day. Also, we ask that you be available to help clear the space at the beginning of set-up and at takedown. The Art Works space needs to be cleared so tables etc. can be put in place for artists to set their artwork. Then the area needs to be cleaned, and items are put back at takedown, so the space is clean and back the way it was prior to the show.
2. While there is no guarantee of a particular participant's space location, an effort will be made to accommodate preferences.
3. Each artist may place either a table or a print bin inside his or her assigned space. The table may be comprised of two smaller tables placed together so long as they appear to be one table.
4. Tables must be draped with a single black cloth hanging to within no less than 6" from the floor.
5. All bins must be intended for public display. Display containers used on tables must be professional looking.
6. Depending on the number of artists, wall spaces are approximately 6 feet long by 2 feet wide (for table or display purposes)
7. Rectangular wall-space displays may have a table up to 4 feet long by 2 feet wide. Triangular space panel walls are 2 feet wide.
8. Artists assigned to triangular panel areas may use a table or bin no wider than 20".
9. A 4-inch space will separate artists' wall spaces from one another. Participants must respect their neighbor's boundaries when arranging their work. The Show Facilitator is ultimately responsible for assuring that the show looks cohesive and attractive to art buyers.
10. Artists may place a chair within their allotted space. No part of the display or chair may extend into the walkways.
11. Artists are responsible for providing their own tables and chairs.
12. Each artist's display must stay within the dimensions marked and be within the height requirement set for their space.
13. All artists need to work together and help each other maintain equitable and professional display spaces.
14. Every artist participates at his/her own risk. Art Works, ARTSplash, Artists Connect, and EAFF are not responsible for loss due to breakage or theft.
15. Displays must be left intact until the published Sunday closing time. Dismantling may be postponed if buyers are still actively making selections and purchases.
16. Artists must remove all art and display materials at closing time.

Any artist who refuses to comply with guidelines may be removed from the show and/or be barred from future ARTSplash shows. The Show Facilitator may remove the offending artist's work, which will then be ready for pickup by the artist no later than at the beginning of the next day.

Changes to Guidelines may be made by the Show Facilitator as necessary and be submitted to the Steering Committee for future reference.

Complete the "Artist Registration" form and make your payment by check or on PayPal. PayPal information is on the registration form. A copy of the agreement for reference will be mailed to you once completed. Print out the information packet and use it as a guide when preparing for the show. Use the next page to choose your volunteer participation request.

## **ARTSplash volunteer committee jobs:**

### **Cashier**

Primary – Melissa Wadsworth

Helpers – 2 to 3 people needed to take shifts supporting Melissa

### **Wrappers**

\*\* 2 people needed to take shifts during both days

### **A-Boards – Put out and Take In**

\*\* Need primary person with car large enough to carry 9 A-Boards

Second person needed to put out boards based on placement map

### **Open Early**

Makaylaa Powers

### **Greeters**

4 People needed to take shifts

### **Publicity**

2 people needed to assist

### **Name Plates**

Mary Bess Johnson

### **Auction**

2 people needed to manage

\*\*\*\*\*Everyone needs to save bags and tissue wrapping material for wrapping purchases.