

## INFO FOR PARTICIPANTS

**Miller Beach Arts & Creative District** is an organization that is committed to creating a district centered around Lake Street, in the Miller Beach community of Gary, Indiana, that engages in art, culture, creativity and economic development for community transformation.

For the Pop Up Art events, the center of operations is the Marshal J. Gardner Center of the Arts at 540 Lake Street, where visitors can sign in and receive a map of the Pop Up venues.

## REQUIREMENTS:

- Artists shall submit 1 clear digital photograph, in jpeg format, of each piece of art to be displayed at the Pop Up Art event. Minimum size of file to be 300 x 400 pixels.
- Artists selected to exhibit grant non-exclusive rights to the MBACD to use digital images of their art work to promote MBACD events through digital media both before and after the exhibit date.
- Artists are required to send a completed application form by the deadline date for showing at a particular Pop Up event. Incomplete applications will not be considered. Please apply online at [www.millerbeacharts.org](http://www.millerbeacharts.org).
- ~~There is a \$25 application fee. Checks can be made payable to Miller Beach Arts & Creative District.~~ WAIVED FOR HOLIDAY BAZAAR DECEMBER 14<sup>TH</sup>.

## GUIDELINES:

- Participants will usually be provided with 12 feet of wall space and in some cases floor space as well. This will vary depending on venues available.
- All work must be ready to hang (Screw eyes or D-rings and picture hanging wire across back). Some spaces have a strict “no nail” rule. Be prepared to show on an easel or by other means if you are assigned to one of these spaces. You will be informed of any restrictions at least 1 week in advance of the Pop Up event.
- Artists are responsible of “staging” their space with art, backdrops, table, chair, decoration, etc...and for otherwise managing their space during the event, including set up and tear down times. [Artists are encouraged to be creative in designing the display of their works.](#)

### **Holiday Bazaar Set –up and Tear-down times:**

Set up will begin at 12 noon on the day of the event, unless other arrangements have been made. All work must be set up by 1:45 P.M. [Event is from 2 P.M to 8 P.M.](#) There are a few venues that require earlier time frames. Please let us know if this is a problem for you. Tear-down begins at 8pm on the night of the event and should be completed within one hour.

### **More Information:**

- **Security**

There will be NO security within the buildings during the Pop Up event. The MBACD is not responsible for stolen or damaged works, backdrops, or other staging items brought by the artist.

- **Tables and Chairs**

You will need to supply your own tables and chairs. We encourage artists to bring an extra chair so people can sit and visit.

- **Lighting**

You are welcome to bring additional lighting for your exhibit space if there is an electrical outlet near your space. We cannot guarantee access to electricity. No extension cords may cross over open areas, doorways or halls.

- **Sales**

During the event, you will be handling your own sales. You are responsible for your space and we suggest you arrange for someone to watch over your space when you are not there. You are responsible for all sales taxes.

- **Hanging Instructions**

The MBACD will not be providing nails or other hanging materials to artists. Bring all tools, lighting, ladders and materials you will need for hanging and displaying your work. Walls should be left intact and undamaged. 3M makes a variety of non-marking adhesives, please consider using them in the buildings we need to leave untouched. Alternatively, easels and other display methods may be required.

- **Safety**

Safety is our number one priority. Please be careful hanging and removing your artwork. Keep your area free of debris. Tuck and tape all electrical cords and report any emergencies to the MBACD space coordinator assigned to your venue. MBACD reserves the right to have your installation removed if it presents a safety hazard.

- **Respect**

Please be respectful of the buildings and wall space that have been so graciously donated by the Miller Beach businesses and building owners, and the Miller Beach Arts and Cultural District Board Members, event organizers and volunteers. They have worked diligently and without pay to provide you an opportunity to showcase your work. Please respect your neighbor artists and their space.

- **Leave No Trace**

The MBACD is committed to respecting the environment. We are committed to leaving no physical trace at any of our events once the event has been concluded. WE clean up after ourselves and endeavor, whenever possible, to leave such places in a better state than when we found them. We ask that you respect the "Leave No Trace" policy.

If any of the above is a problem, or you have a special circumstance that needs consideration, please communicate this with the Pop Up Committee.