



Artist Information

Table of Contents

FESTIVAL LOCATION	2
ON SITE CONTACT INFORMATION.....	3
ARTIST PACKETS	3
ARTIST ASSISTANT WRIST BANDS.....	3
PARTNER HOTEL INFORMATION.....	3
RV PARK INFORMATION	5
ARTIST CHECK-IN	6
LOAD-IN.....	7
PARKING DURING FESTIVAL	9
RESTOCKING.....	12
SECURITY.....	12
FESTIVAL HOURS	12
COMPLIMENTARY ARTIST BREAKFAST	13
BOOTH SIGNS	13
QUICK RESPONSE CODE SIGNS.....	13
ELECTRICITY	14
SALES TAX	14
APACHE CORPORATION FIRST LOOK FRIDAY VIP HAPPY HOUR	14
“SUNDAY IN THE ART” WHITE GLOVE BRUNCH	15
JUDGING	15
AWARDS CEREMONY	15
MEDIA COVERAGE	15
ARTIST HOSPITALITY TENT	16
ARTIST RELIEF VOLUNTEERS	16
\$5 ARTIST LUNCHESES FROM JASON’S DELI.....	17
COFFEE	17
FIRE ANTS.....	17
PETS.....	17
PATRON ART PICK-UP	17
LOAD-OUT INSTRUCTIONS.....	18
ARTIST SURVEY.....	18
FESTIVAL ELIGIBILITY AND RULES.....	18
DIRECTORY OF LOCAL SERVICES	21



Artist Information

Festival Location

Address

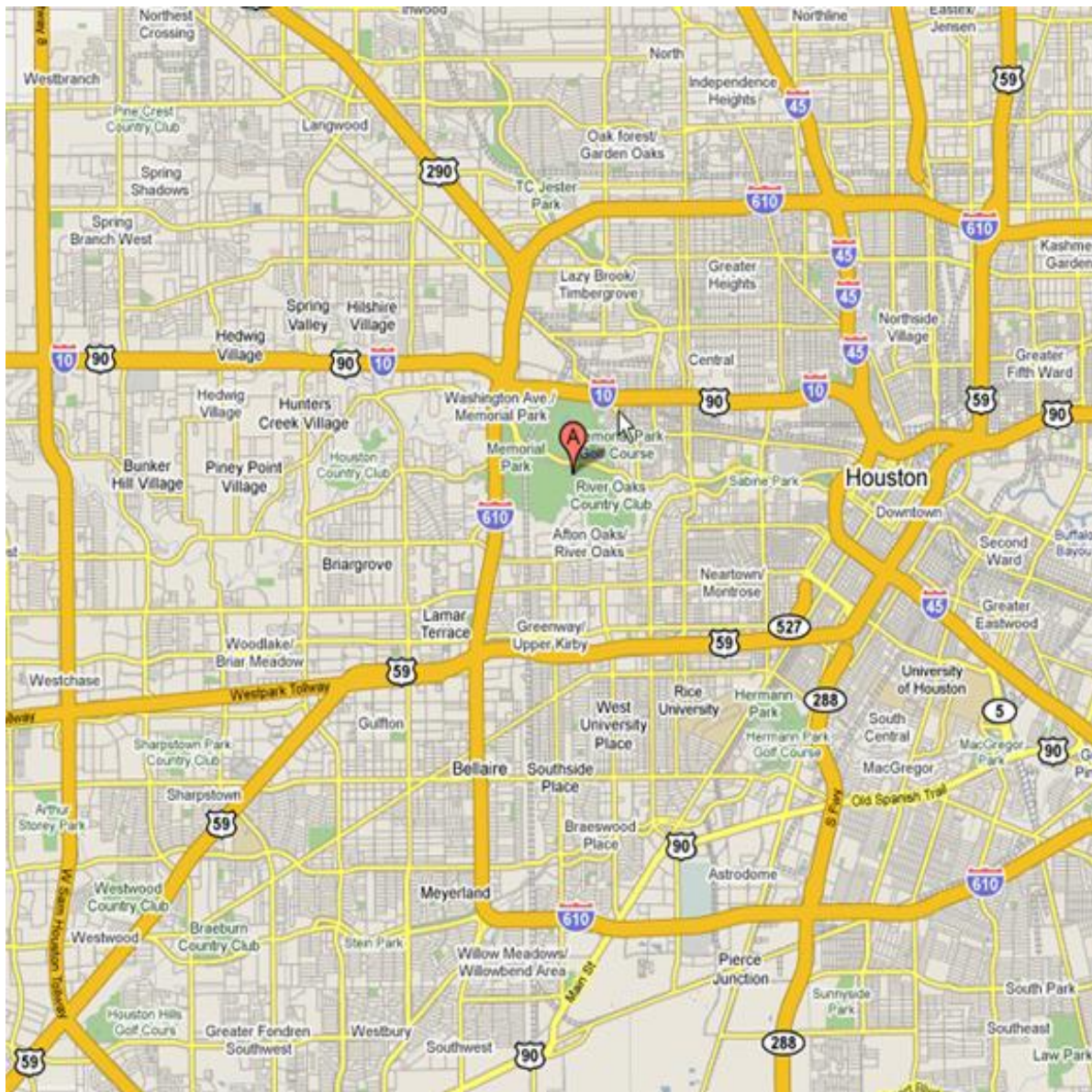
Memorial Park

Intersection of Memorial Loop Dr (also called N Picnic Ln) & S Picnic Ln

Houston, TX 77007

Map & Directions

[Click here for Google Maps link.](#)





Artist Information

On Site Contact Information

- All issues should be addressed at the **Artist Check-In tent** during check-in and load-in or the **Artist Hospitality tent** during the festival. Both tents will be staffed with our Artist Support Committee volunteers.
- Text or call the **Artist Support Hotline: 281-571-3102**. The Artist Support Hotline will be manned by Artist Support Committee Volunteers during staffed check-in, load-in and load-out times as well as festival hours.
- For matters of low importance, please email info@bayoucityartfestival.com.

Artist Packets

No Artist Packets will be mailed. Physical artist packets, obtained at check-in, will include the following:

- Booth Sign (must be displayed in booth during festival hours) with zip ties
- Quick Response Code Sign ([click here for more information about what this is and how it can help you promote yourself](#))
- Artist Identification Badge
- Load-In Pass
- Back Loop Parking Pass
- Festival Map

Artist Assistant Wrist Bands

- Artist Assistant Wrist Bands will not be included in the Artist Packet at check-in. To obtain an Artist Assistant Wrist Band, please request one at check-in or stop by the Artist Hospitality Tent during festival hours.
- We have budgeted one Artist Assistant Wrist Band per artist. If you need more than one wristband, please stop by the Artist Hospitality Tent during festival hours to see if we have any extras available.

Partner Hotel Information

Address and Contact Information

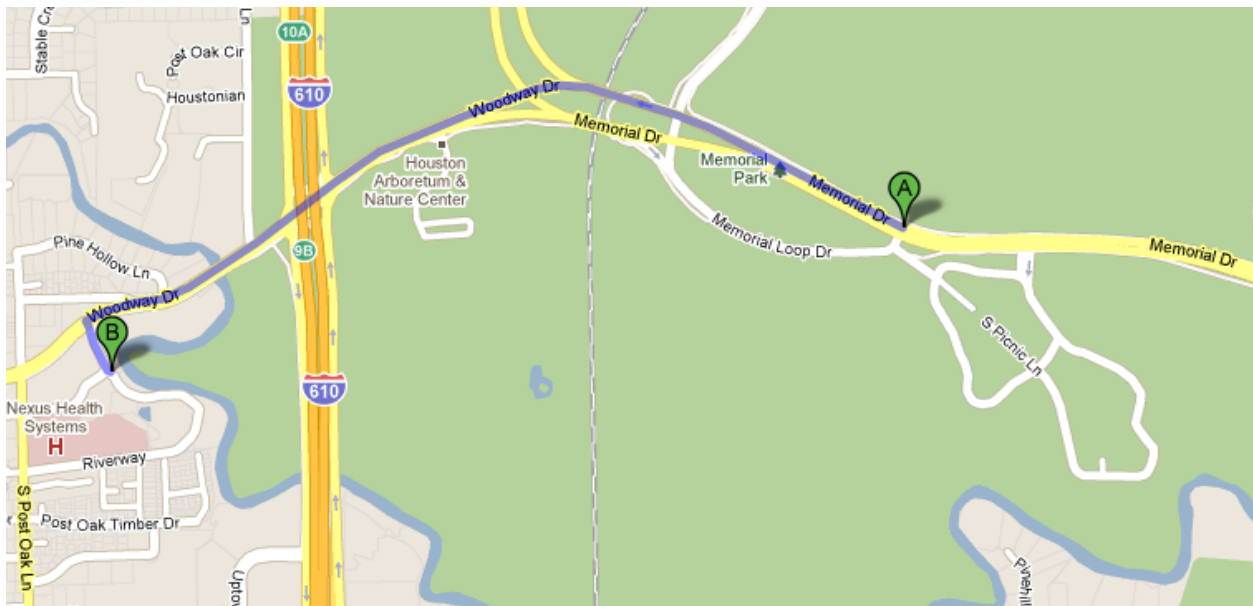
Omni Hotel Houston
Four Riverway
Houston, TX 77056
(713) 871-8181 Phone
(713) 871-0719 Fax

Map & Directions

[Click here for a Google Map and Directions](#)



Artist Information



From Omni Hotel Houston to Bayou City Art Festival Memorial Park Memorial Park

- Head northwest on Riverway toward Woodway Dr
- Turn right at Woodway Dr
- Slight right at Memorial Loop Dr
- Festival will be on your right

From Bayou City Art Festival Memorial Park to Omni Hotel Houston

- From the festival, turn left on Memorial Dr
- Slight left at Woodway Dr
- Slight left to stay on Woodway Dr (signs for I-610 S)
- Go under 610
- Turn left at Riverway
- Hotel will be on your right

Rate

\$99/night

Reservation Deadline

Rooms available at discounted rate: Tuesday, March 22 to Tuesday, March 29, 2011.

Booking Deadline: March 3 or until the group block is sold-out, whichever comes first.

Link to Book Rooms

<http://www.omnihotels.com/FindAHotel/Houston/MeetingFacilities/BayouCity3.aspx>

Hotel Parking

Parking is available at the hotel in the parking garage, and they have indicated that they have room for up to 35 oversized vehicles. Please contact the hotel directly if you have concerns about an oversized vehicle. Rates are: Valet parking (\$26 + tax overnight, \$15 tax-included daily), On-site self-



Artist Information

parking (\$16 + tax overnight, 0-2 hours is \$8, 2 -8 hours is \$12, ANYTHING after 8 hours is \$16). Additional complimentary parking is available in Riverway Garage behind the hotel.

Hotel Transportation

The Omni Hotel Houston offers complimentary transportation within a 3-mile radius of the hotel, and the festival is 1.5 miles from the hotel. Also, Bayou City Art Festival will offer a shuttle to the festival grounds starting at 9 a.m. on Friday and Saturday.

RV Park Information

No Camping at Festival Site

Please note that while RV's may be parked in the Artists' Lot during the festival, **City of Houston ordinance prohibits camping in Memorial Park**. This means you may not sleep overnight in the park or in your vehicle while it is in the park.

RV Parks

We have listed four travel parks located close to the festival (please note that this list is not complete, and this does not constitute an endorsement by Art Colony Association). We do not currently have info on pricing or availability at these locations, but encourage you to research them in addition to your favorites and let us know your feedback. RV park reviews can be found online at sites such as: <http://www.rvparkreviews.com/regions/Texas/Houston.html>

South Main RV Park

10100 S Main St
Houston, TX
713-667-0120
9.4 miles per Google Maps
<http://www.smrvpark.com/>

Lakeview RV Resort

11991 S. Main
Houston, TX
713-723-0973
10.7 miles per Google Maps
<http://www.lakeviewrvresort.com/>

All Star RV

10650 SW Plaza CT
Houston, TX 77074
713-981-6814
12.6 miles per Google Maps
allstar-rv.com



Artist Information

Houston Central KOA

1620 Peach Leaf St

Houston, TX

281-442-3700

18.5 miles per Google Maps

<http://kampsight.com/>

Artist Check-In

Artist's Presence Required

Artists must check-in in person with a government issued picture I.D. Artists' assistants may not check-in for the artist and will not be given the artist's packet. Per festival rules, all Artists must be present on site during the entire festival. Spouses or other representatives will not be permitted to substitute for the artist.

Things to Bring

At check-in, you will be required to provide:

- Your mobile phone number
- License plate numbers for any vehicles parked on the site
- Government issued picture i.d.

Location

- During Wednesday and Thursday check-in times, Artist Check-in will be located near Gate 1 in the parking lot near the ball fields. [Click here for Google Maps link.](#)





Artist Information

- On Friday, Artist Check-in will move to the Artist Hospitality tent near the center of the festival close to the food court and performance stage. Please refer to festival map.

Check-In Times

Artist Check-in will be open and staffed as follows:

- Wednesday, March 23, from 1 p.m. to 6 p.m.
- Thursday, March 24, from 10 a.m. to 8 p.m.
- Friday, March 25, from 7 a.m. to 8 a.m.
- No check-in allowed after 8 a.m. on Friday, March 25, 2011

Limited Late Arrivals Thursday Night Only

- If you do not check-in and pick up your packet before 8 p.m. Thursday night and plan to load-in before artist check-in opens Friday morning, you will be considered a **late arrival**.
- **Late arrivals are discouraged.** The park is dark and festival staff will not be available to help you.
- **We reserve the right to limit the number of late arrivals.**
- You will need to **make arrangements with festival staff to check in** with the Houston Police Department officers **after check-in hours on Thursday night**. If arrangements are not made, you will not be allowed to enter the festival by security. Security will have a list, and they will be checking identification before allowing anyone into the festival.
- If you are a late arrival, you will need to **pick-up your artists' packet** with your required **booth sign and badges** from the **Artist Hospitality tent on Friday morning**.

Parking During Check-In

- Please park in the lot near the Artist Check-In tent (refer to Festival Map) while you are checking in. After 8 p.m. on Thursday, you may no longer park in this area.
- After you check-in, please queue your vehicle along Memorial Loop Dr (also called N Picnic Ln). Be courteous to your fellow artists. Do not queue your vehicle until you have checked in, and do not try to cut in line.

Load-In

Staffed Load-In Times

During the following times, you may set up tents and displays and festival staff and volunteers will be on site to answer questions:

- Wednesday, March 23, from 1 p.m. to 6 p.m.
- Thursday, March 24, from 11 a.m. to 8 p.m.
- Friday, March 25, from 7 a.m. to 8 a.m.

Late Night Load-In

- Thursday night only from 8 p.m. to 7 a.m. on Friday morning
- You may continue to set up after Artist Check-in is closed.



Artist Information

- If you leave and come back, you must show Houston Police Department Officers your badge and government issued identification at Gate 1 to gain access to the festival.
- **Important note: Electricity will not be set-up during load-in.** If you are planning to load in after dusk, be advised that the park can be very dark. You will want to bring flashlights and other battery-powered lighting devices.
- For information about arriving late on Thursday night when check-in is not available, please refer to the "[Limited Late Arrivals Thursday Night Only](#)" section of this document. Please note that late arrivals are discouraged. The park is dark and festival staff will not be available to help you.

Rules & Procedures

1. Check-in before placing your vehicle in the queue to enter the park.
2. After checking in, queue your vehicle along Memorial Loop Dr (also called N Picnic Ln) to wait your turn to enter the park.
3. All vehicles must have a **completed Artist Load-In Pass** in the front window of their vehicle to enter (provided in packet at check-in). If your load-in pass is not completed, HPD security will not allow you to enter the festival loop.
4. All people must have an Artist or Artist Assistant badge to enter (provided in packet at check-in)
5. All vehicles may enter the festival through Gate 1. Only artists in Birch or Magnolia areas may enter the festival through Gate 2.
6. Traffic is ONE WAY
7. DO NOT PARK IN THE GRASS.
8. Keep a clear lane for passing. Use off-shoot lots and empty booth spaces for vehicles while unloading. Do not block passage. When one person breaks the rules, it messes it up for everyone.
9. You have an hour to unload your vehicle. This will be monitored by festival staff and volunteers. Please unload your vehicle in a timely manner, move it as soon as you have unloaded and come back to finish set-up.
10. Do not unload into someone else's booth space.
11. PLEASE BE PATIENT AND CONSIDERATE OF YOUR FELLOW ARTISTS. We are all in the same situation, and we need to work together to make load-in as smooth as possible.
12. All vehicles must be off site or in back loop parking area by 8 a.m. on festival days.
13. Speed limit on the loop is 10 mph during the week of the festival. Please use caution and courtesy when passing through the festival site.
14. Vehicles may exit the festival through Gate 1 or Gate 2.
15. Do not park or drop trailers on curbside at Gate 1, the front lots or any side lots within the festival loop. The City of Houston Police will ticket and TOW. (refer to "[Parking During Festival](#)" for more information on where to park.)

Helpful Hints for a Smoother Load-in

1. Come early. Wednesday load-in is much less congested.
2. If you are driving an oversized vehicle, we highly recommend that you set up on Wednesday. Some of the turns can become very difficult to navigate as more booths are set up.
3. Be patient. Once booths begin to set up, there is only one lane available for vehicles to pass.



Artist Information

4. Once you have unloaded your vehicle, please move it out of the festival loop. This will ease congestion.
5. After you unload, you may park your vehicle in the front lots without a VIP Parking Pass during load-in times on Wednesday and Thursday. Please be considerate of other artists trying to access artists' check-in.
6. After you unload, you may also park your vehicle on the back loop.
7. Electricity will not be available to artists during load-in. The park can get very dark. If you plan on loading in or setting up after dusk, you will want plenty of flashlights or other battery powered lighting devices. Anything that illuminates the area in front of you and is hands free (i.e. head lamps, etc.) is particularly useful.
8. **DO NOT PARK ON THE GRASS.**
9. Do not unload your vehicle into someone else's booth space. It's Murphy's Law that they will show up when you have your stuff piled in their booth area.
10. It is recommended that you park your vehicle outside of the festival after unloading it so that you do not get trapped in the loop while others are loading in.
11. Go slowly and watch for signage indicating the start of each booth section (i.e. Cypress, Dogwood, Hickory, etc.). It is not fun to pass your booth spot. You won't be able to back up with everyone behind you, and you will be forced to circle around the loop.

Parking During Festival

Back Loop Parking Map





Artist Information

Average-Size Vehicle On-Site Parking During Festival

- All vehicles must be off site or in back loop parking area by 8 a.m. on festival days.
- Do not park on curbside at Gate 1, the front lots or any side lots within the festival loop. The City of Houston Police will ticket and TOW.
- Free back loop parking with permit obtained at check-in (in artists' packet). Artists parking average-size vehicles on the back loop must park them on the back loop by 8 a.m. on festival days and leave them parked until after all festival patrons have left, which is usually around 7 p.m.
- Back loop entrance between Willow and Sycamore and exit between Sycamore and Elm (please refer to festival map)
- Please use caution and courtesy when passing through the festival site
- Traffic on both the front loop (where the booths set up) and the back loop (where the artists park) is ONE WAY.
- The speed limit on both loops is 10 mph during the week of the festival.
- Artist must display Artists' Parking Pass in front window to park on back loop for all festival days.

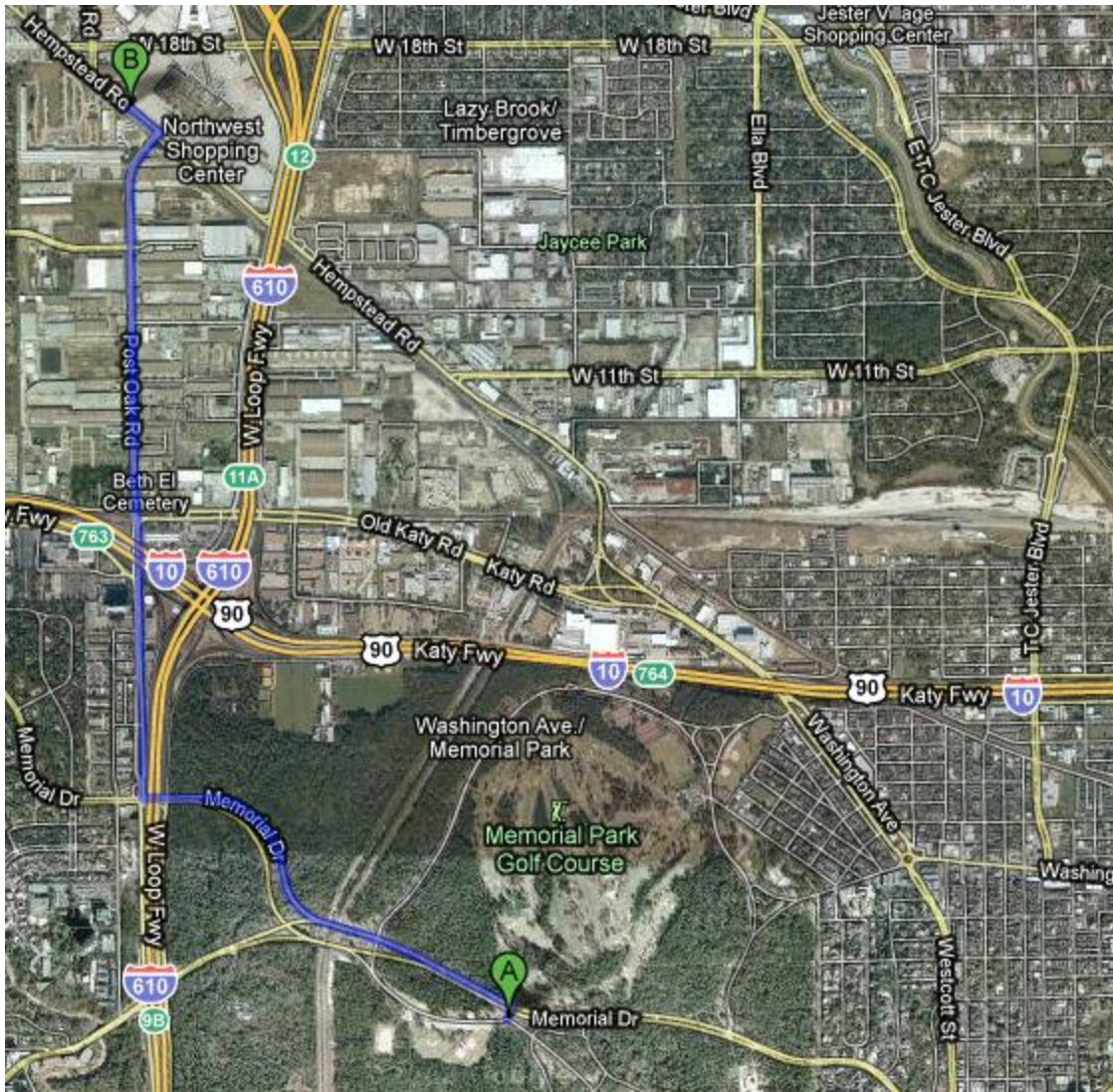
RV & Oversize Vehicle Parking During Festival

- RV's and oversized vehicles may be parked on site in the Artists' Lot (the back loop in Memorial Park) during the festival.
- RV's must be parked by Friday at 8 a.m., and they must remain in the designated area of the Artists' Lot until the end of the festival on Sunday. No in and out access is permitted for these vehicles.
- Traffic on both the front loop (where the booths set up) and the back loop (where artists park) is ONE WAY.
- The speed limit on both loops is 10 mph during the week of the festival.
- Do not park or drop trailers on curbside at Gate 1, the front lots or any side lots within the festival loop. The City of Houston Police will ticket and TOW.

Northwest Mall Parking

- Artists may also park for free at Northwest Mall and take our free shuttle to the festival on festival days.
- On festival days, shuttles run from Northwest Mall starting at 9:00 a.m. The last shuttle leaves the festival at 7 p.m.
- Bayou City Art Festival Memorial Park Shuttle Parking is available at the northwest corner of Northwest Mall. [Click here for Google Maps link.](#)

Artist Information

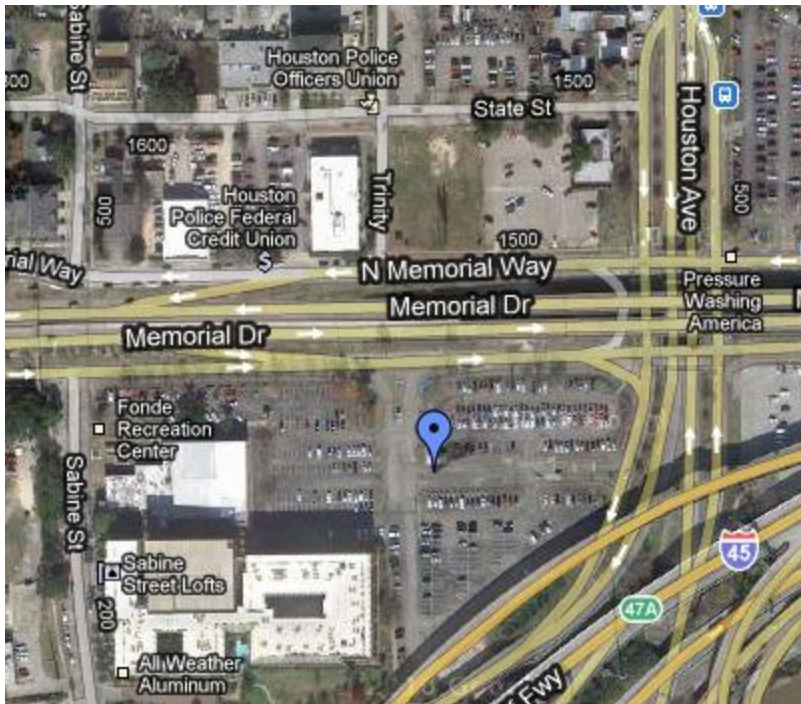


Lot H Parking

- On Saturday and Sunday (no shuttle Downtown on Friday), artists may also park for free at Lot H and take our free shuttle to the festival.
- Shuttles run from Lot H starting at 9:00 a.m. The last shuttle leaves the festival at 7 p.m.
- Bayou City Art Festival Memorial Park Shuttle Parking is available in Lot H, and the shuttle will pick up at the existing bus shelter. [Click here for Google Maps link.](#)



Artist Information



No Camping at Festival Site

Please note that while RV's may be parked in the Artists' Lot during the festival, ***City of Houston ordinance prohibits camping in Memorial Park.*** This means you may not sleep overnight in the park or in your vehicle while it is in the park. Please see "[RV Parks](#)" section for additional information.

Restocking

- Average-sized vehicles are allowed on site from 7 p.m. on Friday and Saturday nights until 8 a.m. the following morning for restocking with proper identification. Vehicles must display an artist load-in pass (the same one you used during set-up). All people entering the festival after hours for restocking must present their artists' badge or artists' assistant badge to HPD officers.
- Vehicles may only enter the festival through Gate 1 during restocking.
- All vehicles must be off site or in back parking area by 8 a.m. on festival days.

Security

Houston Police Department and Harris County Sheriff's Department officers provide 24-hour security starting 2 days prior to load-in through complete load-out.

Festival Hours

- **Hours:** Friday, March 25, Saturday, March 26, and Sunday, March 27, 2011 from 10 a.m. to 6 p.m.



Artist Information

- **ARTISTS MUST BE IN ATTENDANCE:** The absence of an artist from the festival will result in permanent expulsion from the Bayou City Art Festivals.

Complimentary Artist Breakfast

A complimentary breakfast for artists and artist assistants will be served in the food court all festival days from 7:30 a.m. to 9:30 a.m. To enter, show artist or artist assistant badge.

Booth Signs

Booth signs must be posted. Our Artist Support and Judging Committees will be checking for them. If you do not have your booth sign posted, you will not be eligible for judging.

Quick Response Code Signs

CultureMap.com has provided Quick Response (QR) Code Signs to help you **promote yourself**. A QR or Quick Response code is a two-dimensional barcode (see example below). When a patron scans the QR bar code posted in your booth using their mobile phone, the QR reader application takes them to page with your contact information and your website (if available). QR codes are an easy way of sending people to a site without having to type a URL and will make it easier for patrons to remember you and contact you post-festival.



Quick Response Code Signs must be posted in your booth. Our Artist Support Committee will be checking for them.

Where do you (or your patrons) get a QR barcode reader? Many people already use them. For those who don't we suggest i-nigma. With the i-nigma reader installed on your mobile, you will be ready to decode mobile barcodes and connect direct to the mobile internet. To find out if the i-nigma handset software is available yet for your handset, [click here](#) to check their list of over 250 supported mobiles. Of course you will need internet service from your provider.

3 ways to get i-nigma:

- 1 **From App Store** - Download from: Apple App Store, Android Market or BlackBerry App World.



Artist Information

2 **By SMS (USA)** - Text the word **barcode** to: 313131. You will receive back an SMS containing a link to the i-nigma download site.

3 **From Mobile Web** - Go to www.i-nigma.mobi on your mobile. I-nigma will automatically identify your handset type, download and install i-nigma.

Electricity

- Electricity (a four outlet box) is available in some areas. You should have paid for electricity when you paid for your booth on ZAPP. Electricity may still be available in some areas until March 4, 2011. Check for availability by emailing Kelly Kindred, Operations Manager and artist relations contact, at Kelly@bayoucityartfestival.com before purchasing online.
- No outside generators are allowed in the festival.
- Electricity will be turned on during the following times:
 - Friday, March 25 and Saturday, March 26, 2010 from 9 a.m. to 6:30 p.m.
 - Sunday, March 27, 2010 from 9 a.m. to 9 p.m.

Sales Tax

- **You will need to collect sales tax of 8.25% for anything that you sell.** Houston has a city sales tax of 2%, and Texas state sales tax is 6.25%. Houston city sales tax and Texas state sales tax are not filed separately. All sales taxes are filed through the Texas Comptroller's Office.
- **If you sell anything, you must have a valid Texas Sales Tax Permit**, which can be obtained through the Texas Comptroller's Office. You can obtain one online by following this link: <http://www.window.state.tx.us> and clicking on the "[Apply for a sales tax permit](#)" link located towards the bottom of the list in the middle of the page.
- **Artists are responsible for collecting and paying State Sales Tax.** You can contact the Texas Comptroller's Office with questions at (800) 252-5555 or check their website at <http://www.window.state.tx.us>. Under the "I Want To..." section of the Comptroller's Office website, the first link on the list, [File/pay sales and other taxes with WebFile](#), allows you to file/pay your State Sales Tax online.

Apache Corporation First Look Friday VIP Happy Hour

- We will be hosting our VIP's in a private happy hour onsite on Friday, March 25, 2011. Please be in your booth, dressed to impress and ready to sell to these VIP customers.
- Location: Art Bar (refer to festival map)
- Time: 4 p.m. to 6:00 p.m. on Friday, March 25, 2010
- [Apache Corporation](#) will also host an employee excursion to the festival on Friday – their offices close at noon and they will all attend the festival.



Artist Information

“Sunday in the Art” White Glove Brunch

- We will be hosting our VIP’s in a private “Sunday in the Art” white glove brunch on site on Sunday, March 27. This event is open only to ticketholders, artists who purchased tickets and artists who donated artwork to the fundraiser. More information about this event and a link to purchase tickets can be found here:
<http://www.bayoucityartfestival.com/SundayintheArt>
- A “Call for Donations” letter was emailed to you on February 4, 2011. The **final deadline** for donations is February 18. Please contact Katie Odermatt, our Media Coordinator, who is handling the acceptance of donations and subsequent promotion via website, facebook, print, etc. at katie@bayoucityartfestival.com, if you need the donation letter resent to you.
- **Location:** VIP Lounge (refer to festival map)
- **Time:** 11:00 a.m. to 2:00 p.m. on Sunday, March 27, 2011.

Judging

Judging will happen Friday, March 25 and Saturday, March 26, 2011 from 9 a.m. to 6 p.m. We do not require our judges to identify themselves to each artist, but we do require them to give each artist fair consideration. You will be judged fairly.

Awards Ceremony

- Festival awards will be given out on **Sunday, March 27, 2011 at 9:00 a.m. during the artist breakfast**. Award winners will be **re-announced at 2:00 p.m. on Sunday at the HAA Performance Stage with media coverage**.
 - **Best of Show:** Ribbon, \$1500 and jury exempt status for two years (determined by BCAF judges)
 - **Second Place:** Ribbon, \$750 and jury exempt status for two years (determined by BCAF judges)
 - **Third Place:** Ribbon, \$500 and jury exempt status for two years (determined by BCAF judges)
 - **Best Booth:** Jury exempt status for two years (determined by BCAF judges)
 - **Museum of Fine Arts, Houston Curatorial Award for Excellence in Jewelry:** Jury exempt status for 2 years (determined by MFAH panel)
 - **Cadillac Best in Show Houston Artist:** Jury exempt status for Bayou City Art Festival Memorial Park 2011 ONLY (determined by facebook contest)
 - Winners of the locally-organized Emerging Artists competition for high school students will also be awarded.

Media Coverage

- Bayou City Art Festival is covered by our media sponsors and many other news media outlets.
- Members of the press, as well as our official festival photographer, may photograph you or your booth for media and/ or promotional purposes.
- Members of the news media are required to check-in at the festival and wear a media badge while attending and documenting the festival.



Artist Information

- We will have volunteers photographing all artist booths. They will be wearing media passes to identify them.
 - In an effort to make sure that all artists in our show maintain a professional booth presentation, we will be comparing each artist's booth photograph taken during the festival with the booth shot originally submitted in the jury process. If during our review, we find that your booth does not comply with Bayou City Art Festival rules, you will receive a letter from us after the festival. For a complete list of festival rules, please refer to the [Festival Eligibility and Rules](#) section.

Artist Hospitality Tent

- **Location:** In the center of the festival, near the food court and performance stage. Please refer to the festival map.
- **Time:** Friday, March 25, Saturday, March 26 and Sunday, March 27 during festival hours.
- A limited number of donated free drinks and snacks will be available each day at Artist Hospitality.
- The Artist Hospitality Tent will be staffed with Artist Support Committee volunteers and festival volunteers.
- An Artist Issues/ Requests Record will be kept at the Artist Hospitality Tent. Please fill out an issue/ request sheet and turn it in to the Artist Hospitality Tent to report a situation that needs to be addressed. Issues/ requests will be prioritized in order of urgency and when the issue was reported.

Artist Relief Volunteers

- Artist Relief Volunteers will be circling the festival with bright yellow vests. They will be assigned to segments of the festival to ensure all areas are covered.
 - They can help you in the following ways:
 - Bring you a cold beverage or a free snack from the Artist Hospitality Tent (as available)
 - Sit in your booth while you get lunch, go to the bathroom, etc.
 - Help you or a patron take a piece to Patron Art Pick-Up
 - For liability reasons, we do not allow our volunteers to:
 - Buy your lunch for you or handle money in any way
 - Take pieces to Patron Art Pick-Up unattended. The artist or the patron must accompany the piece.
 - You can notify them in the following ways:
 - Use the post-it notes in your packet. Place the post-it note on your booth sign. The volunteers are trained to look for these post-it notes.
 - If you can get their attention by speaking to them or gesturing, please feel free to do so.
 - You may call or text the **Artist Support Hotline**, which is manned by Artist Support Committee volunteers, at 281-571-3102.



Artist Information

\$5 Artist Lunches from Jason's Deli

- We are finalizing details and anticipate being able to offer boxed lunches from Jason's Deli for each festival day at a reduced price of \$5 each. **We will email you when they are available for sale on ZAPP.** Choices should be:
 - Turkey on wheat bread, served with mayo and mustard on the side, chips, pickle and a cookie
 - Ham on wheat bread, served with mayo and mustard on the side, chips, pickle and a cookie
 - Ciabatta Garden Sandwich (organic field greens, homemade guacamole and pico, cucumbers, red and yellow bell peppers, asiago and low fat balsamic vinaigrette on multigrain ciabatta), served with chips, pickle and a cookie
- Ordered lunches will be delivered to your booth by Artist Hospitality Volunteers around lunchtime on the day for which the lunch was ordered.
- Deadline for ordering lunches via ZAPP is March 18, 2011 by 5 p.m.

Coffee

Complimentary coffee will be available during the Artist Breakfast. After the Artist Breakfast, coffee will be available for sale in the Food Court area.

Fire Ants

Spring in Texas brings Fire Ants, especially after it rains. If you find these pesky native critters in your booth, please go to the Artist Check-In Tent (during check-in) or Artist Hospitality Tent (during the festival) or notify an Artist Hospitality Volunteer. We will provide fire ant killer for your use.

Pets

Although we love pets, City of Houston ordinance prohibits pets on festival grounds.

Patron Art Pick-Up

- Secure Patron Art Pick-up will be available at Gate 2 (refer to festival map). Keep this in mind when selling your art.
- You or your patron may leave their art at Patron Art Pick-up while they enjoy the festival, and then your patron can drive up to Patron Art Pick-Up at Gate 2 and retrieve their piece.
- Patrons will be asked to show a government issued picture I.D. before artwork will be released to them.
- Art Drop Off tags will be available at patron-art pick-up.
- You (or your patron) are responsible for transporting art to Patron Art Pick-Up. For liability reasons, we cannot transport art for you unaccompanied. If we have volunteers or a golf cart available, we will help you move your art. Please note that it is impossible to get a golf cart through the festival during peak times.



Artist Information

Load-Out Instructions

- You will not be allowed to drive into the festival until all of the patrons have left and HPD has deemed it safe. We anticipate this time to be approximately 7:30 p.m. on Sunday, March 27, 2011. **USE THIS TIME TO BREAK DOWN YOUR TENT AND BOOTH.**
- Weather permitting, break down your entire booth and display and place off of the road **COMPLETELY**. This will create two lanes and a faster exit for all the artists in the festival.
- Electricity will be turned off at 9 p.m. on Sunday, March 27, 2011. If you are planning on loading out in an area without electricity or have purchased electricity but plan to load out after 9 p.m., please be advised that the park can be very dark. You will want to bring flashlights or other battery powered lighting devices.
- Vehicles will only be allowed to enter the festival through Gate 1.
- Please be courteous to and patient with your fellow artists. We are all in the same situation, and we need to work together.
- Please pull in as close as you can to your booth. Use the empty booth spaces and offshoot lots for your vehicle while loading. Do not block passage.
- Keep a clear lane for passing. When one person breaks the rules, it messes it up for everyone.
- Your vehicle will only be allowed on the festival loop for one hour for loading. Break down your booth, and then bring your vehicle on site to load out. Remove your vehicle as soon as you have loaded it.
- Traffic is **ONE WAY** on both the front and back loops.
- Your load-out must be completed by 10 a.m. on Monday, March 28, 2011.
- Any items left on site after 10 a.m. on Monday, March 28, 2011 will be disposed of by festival staff, and you may be subject to a fine unless other arrangements have been made.
- Vehicles may exit the festival through Gate 1 or Gate 2.

Artist Survey

In an effort to conserve paper, we will no longer be printing a copy of the artist survey and providing it in your packet. Instead, we will be emailing a link to an anonymous online artist survey the week after the festival.

Festival Eligibility and Rules

1. Returning Artists wanting same booth location are priority placed. If you are a returning artist wanting a specific booth space, please follow the instructions in the invitation email that will be sent out December 6, 2010.
2. Booth spaces are assigned in the following order of priority: Bayou City Art Festival Award Winners in their jury exempt period (meaning artists who won an award at Bayou City Art Festival Memorial Park 2008 or any Bayou City Art Festival since)
 - a. Returning Bayou City Art Festival Memorial Park artists wanting the same space as 2010
 - b. Returning Bayou City Art Festival Memorial Park artists from 2010 wanting to move
 - c. New artists and returning artists that did not show in Bayou City Art Festival 2010
 - d. Artists admitted off of the wait list



Artist Information

- e. Artists whose payments are late will lose priority.
3. Corner and double booths are limited and will be available on ZAPP on a first come, first served basis starting the day invitation emails are sent. Though we can not guarantee all artists will receive their booth location choice, we make every effort to place the artist in the general location that is requested. Instructions on how to request a booth location will be included in the invitation email.
4. The Festival is open to all applying Artists. All exhibitors are presented to the jury without distinction as having been a previous exhibitor.
5. If two or more persons collaborate to produce original work, each person must be identified on the Application. No work by apprentices or employees will be accepted. Commercial agents, dealers, or manufacturers are not eligible to enter. No kits, molds, tumbled stones, embellished objects or edible art may be submitted.
6. Artists may jury in more than one category, but not with the same body of work. Only one application may be submitted per body of work with a jury fee for each category. Artist must use the same name for both applications. Artists whose work is selected in multiple categories will exhibit in one booth space.
7. Only artists accepted in the jewelry category may display or sell jewelry.
8. All Artists must be present on site during the entire festival. Spouses or other representatives will not be permitted to substitute for the artist. A picture ID is required at time of check in.
9. Artists must define "a limited edition" through their Artist Statement and must disclose their process to the buyer. Original art must occupy more than 50% of the applicant's booth space. Postcards, books, note cards, posters and t-shirts are not permitted.
10. All hanging work must be suitably framed. Prints must be appropriately matted and must be displayed in a suitable portfolio or stand.
11. Prints exhibited by artists accepted in the graphics/printmaking category must be limited editions and properly signed and numbered. Reproductions of other 2-D work must be clearly labeled "Reproduction".
12. Ceramic works must be handmade by the artist. If multiple pieces of the same design are displayed, each must be signed.
13. Participating exhibitors are responsible for collecting and paying current city and state sales tax for all sales made during the show.
14. One exhibitor is allowed per booth showing the medium that was juried into the festival.
15. Artists must comply with all staff and uniformed security regarding site safety and regulations. Vehicles must be parked only in designated areas; noncompliance will result in elimination from consideration for any future festivals.
16. Each artist must supply their own 10' x 10' clean white tent. Exhibit space is approximately 10' x 10'. Rentals are acceptable and available when making your booth order on ZAPP. No outside rentals will be allowed.
17. The Fine Art Festival industry at large does not allow galleries or artist's representatives to show at juried art festivals, nor do we.
18. No commission on sales is collected by the Bayou City Art Festival.
19. Festival Hours: 10 a.m. - 6 p.m. all three days. Artists must be present in booth.
20. Festival display must match submitted booth shot. Only items visible in your booth slide should appear in your festival display. This includes, but is not limited to: browse boxes, flip bins, and the like; cash carts; pedestals; display cases; signage; racks of any type; and other paraphernalia that would normally occupy the interior space of your booth or location (Chairs and other types of seating are excepted)



Artist Information

21. The amount of inventory that you intend to display or otherwise present at the show must be clearly evident in the booth slide, and within a margin of variation of approximately 20%. For example: If you jury with five framed pieces, then we expect that only five or six framed pieces will be hung in your booth at any one time for the duration of the show.
22. The different types of work(s) to be displayed for sale at the show should correspond to the work submitted in the booth slide, and in the approximate proportion that they will appear at the show and in all price points. Types of work not present in the booth slide will not be permitted at the show, nor will disproportionately larger amounts of any one body or type of work.
23. Artists should not be present in their booth slides, nor should their names be visible in any of the submitted images.
24. The use of panel risers or extenders to increase height is not permitted, unless your booth slide at jury has included them.
25. The use of "appendages;" i.e., extra display panels that do not appear in your booth slide at jury and those which encroach upon public and/or artists' spaces, will not be permitted.
26. The only signages permitted at the show without prior approval are: The booth/artist identification sign provided by the festival; artist's statement provided by the festival; and price and title tags. Artists whose names and/or studio names are permanently affixed to the tent or booth must obtain prior approval immediately upon acceptance. Unacceptable signage includes, but is not limited to, magazine and/or newspaper articles; banners of any type; ribbons or other documentation of past accolades and/or awards.
27. Exceptions to any of the above may be requested after acceptance of invitation. All exceptions must be in place at least 30 days prior to the festival and will be documented by festival staff with approval by the Festival Director.
28. All disputes that result in an artist being disqualified from appearing at our show will result in a 100% refund of booth fee (not jury fee) provided that disqualification occurs before the artist's appointed load in time. Disqualifications that arise after the show opens will not be accorded refunds, and the artist shall have no recourse.
29. Artists needing more storage than is allowed for in the booth space they have purchased must inform festival staff 30 days prior to arrival. Any storage that detracts from the overall booth or festival appearance will be considered an infraction and can result in the artist being asked to leave.
30. Artists who will utilize more space than the booth they purchase allows for will need to approve the booth footprint with festival staff 30 days prior to load in. Any placement of artwork that detracts from the overall booth or festival appearance, or that infringes on another artists booth space will be considered an infraction and can result in the artist being asked to leave.

Jury Information and Policies

1. Our panel consists of 7 - 10 jurors. All judges are selected based on their specific interests, professional knowledge and/or background with our festivals.
2. Festival staff members are not voting members of the panel and their opinions are not reflected in final jury scores.
3. Jurors change with each event.
4. Work is scored on a 1 to 7 scale. Judges are instructed not to award scores of 4.



Artist Information

5. All five slides, four shots of the work and one booth shot, are projected simultaneously. Judges have access to the artist's statement but are not shown the artist's name or any other identifying information.
6. Jurors are asked to review all applications at their leisure online during the week prior to the projected jury.
7. Average scores will be emailed to applicants on the Artist Notification Date. Applicants will also be notified of the score necessary to receive an invitation.
8. The jury is not conducted as a personal critique and as such, individual responses are not recorded.

Set-Up

1. Must adhere to specific times as directed by festival staff
2. No set-up allowed after 8 a.m. opening day
3. All tents must be white, professional quality, properly weighted on all 4 corners
4. Artist check-in open on Wednesday, March 23, 2011 from 1 p.m. to 6 p.m. and on Thursday, March 24, 2011 from 11 a.m. to 9 p.m.
5. Artists may load-in on Wednesday, March 23, 2011 from 1 p.m. to 6 p.m. and on Thursday, March 24, 2011 from 11 a.m. to 8 a.m. on Friday, March 25, 2011.

Directory of Local Services

Home Depot

5445 West Loop
Houston, TX
713-662-3950

Texas Art Supply

2001 Montrose Blvd
Houston, TX
713-526-5221

Wal-Mart

7960 Long Point Rd
Houston, TX
713-463-6922

Target

4323 San Felipe St
Houston, TX
713-960-9608

Randall's Grocery Store

5161 San Felipe St # 200
Houston, TX
(713) 964-3150



Artist Information

Walgreen's with a 24 hour pharmacy

1919 W Gray
Houston, TX
(713) 526-3621

The Galleria

5085 Westheimer Rd
Houston, TX
(713) 622-0663

Restaurants

There are many restaurants near The Galleria Mall. Head west on Memorial Dr from the festival, stay left on Woodway Dr, make a left on the 610 loop to go south and take a right on San Felipe or Westheimer to find restaurants.

Taxi Cabs

Yellow Cab Services (713) 236-1111

Gas Station with Diesel

A Shell station with diesel is located near the festival. Head East on Memorial Dr from the festival, and it will be immediately after Westscott St on Memorial Dr.

St. Luke's Community Emergency Center San Felipe (24 hours; you need emergency medical care but don't need an ambulance)

6363 San Felipe (at Winrock)
Houston, TX 77057
713-972-8300