

# Artist Guidelines

Also refer to the [Artist Application & General Information Page](#)

Presented by:



The Baton Rouge Arts Market is an open-air market & cultural event held on the 1st Saturday of the each month (excluding January & May) & the first 3 Saturdays in December from 8 a.m. until 12 noon. Located at 5<sup>th</sup> @ Main St. in downtown Baton Rouge, the Arts Market is held in conjunction with the weekly Red Stick Farmers Market & the 6-day-a-week Main Street Market & is a project of the Arts Council.

## I. Objectives

- ▶ To provide entrepreneurial opportunities to artists
- ▶ To encourage economic development
- ▶ To create a sense of community by allowing artists to sell directly to the public
- ▶ To encourage the production of quality, handmade arts/crafts

## II. Eligibility

▶ The Baton Rouge Arts Market is a producer-only event (artists must create what they sell). Eligible items include, but are not limited to: jewelry, painting, pottery, quilts, custom furniture, stained and blown glass, harvest and heritage crafts, photography, woodwork, sculpture, & mixed media. Ineligible items include crafts made from store-bought kits or molds & manufactured items that have been assembled.

▶ In order to ensure quality and integrity, the Arts Market is a juried event. Potential Arts Market artists must submit an application form, \$20 application fee with 5 slides or photographs & 2 actual examples of each medium intended to be for sell at the Arts Market (see application form for additional instructions). Jurors base their decisions on the quality, originality, & venue compatibility of the crafts & artwork.

## III. Booth Fee

A booth fee is charged in order to sustain the Arts Market and foster a sense of commitment among artists. A single 10' x 10' booth space costs \$30 per Arts Market. Artists must submit payment to the Arts Council for their booth space prior to Arts Market day. Checks should be made payable to the Arts Council of Greater Baton Rouge.

## IV. Management Structure

▶ The Arts Market Jury & Advisory Committee governs the Arts Market and is the final authority on any related decisions.

▶ Arts Council Staff manage the Arts Market. Duties include: space assignment, collection and recording of fees, recording of attendance, acting as a liaison between the artists, jurors, and the Arts Council, resolving minor disputes on the behalf of the Arts Council, and informing the Arts Market Jury & Advisory Committee of any known or alleged violations of the guidelines.

▶ The Arts Market Jury meets quarterly to review & evaluate artist applications. The jury is comprised of 3 arts and crafts professionals appointed by the Arts Council. No employees of the Arts Council may participate in the jury process, although Arts Council staff coordinate the jury sessions & informs the jurors as to the current status of the Arts Market. The jury bases its decisions on the best interests of the Arts Market in accordance with the guidelines. Jurors may exclude artists in order to regulate the size of the Arts Market and to ensure the proper mix of artistic mediums. In the event that an artist is not accepted into the Arts Market, reapplication may occur following six months time or as otherwise directed by the jury. The decisions of the jury are final as upheld by the Arts Council Board of Directors.

## V. Rules

▶ **Minimum Participation:** All artists accepted into the Arts Market are required to participate at least twice every six months. Consistency and continuity through active participation strengthen the Arts Market and demonstrate commitment. This ultimately will result in greater economic success for artists by allowing them to cultivate a clientele for their work.

▶ **Re-evaluation by Jury:** For consistency, the jury re-evaluates accepted artwork as they attend the Arts Market. The jury regularly attends the Arts Market to view each artist's work. Re-evaluation is based on observations made at the Arts Market. The re-evaluation process further requires adherence by Arts Market artists to the minimum participation rule.

▶ **New Items/Mediums:** An artist must let Arts Council staff know when he or she would like to offer new items or mediums. A substantial change may require re-application to the Arts Market before new

items may be sold. In order to ensure quality, integrity, and the proper mix of artistic mediums, artists are only permitted to sell those items that the jury has approved.

▶ **Custom Orders:** Custom orders or commissions are the sole responsibility of the artist, not the Arts Council.

▶ **Sales Tax:** Each artist will operate as an individual entity and will be responsible for collecting his or her own city and state sales taxes. As a courtesy, Arts Council staff distributes City-Parish tax forms to all artists on Arts Market days. State sales tax information is sent to Arts Market artists once upon admittance.

▶ **Set-up and Removal of Booths:** Artists should arrive at least one half hour prior to the Arts Market's opening time. Each artist will be the judge of how much time is needed to completely set-up prior to the opening time, however, any artist who arrives late will forfeit his or her space. In the interest of fairness and in order to ensure the safety of the customers, no selling may begin until the designated opening time. Artists must stay for the entire time that the Arts Market is open in order to prevent gaps & for safety. Selling shall cease promptly at the designated closing time.

▶ **Cancellations/Absences:** An artist who needs to cancel a booth space reservation should let the Arts Council know before 5 p.m. the Thursday prior to the Arts Market. The pre-paid \$30 booth fee will go toward that artist's participation at the next Arts Market. But, if an artist fails to give notification of an impending absence by 5 p.m. the Thursday prior to the Arts Market, that artist will forfeit the pre-paid \$30 booth fee. Exceptions may be made at the Arts Council's discretion in case of illness, accident, or death in the family.

▶ **Amplified Sound:** The Arts Council reserves the right to prohibit amplified music, megaphones, etc.

▶ **General:** No pets (except seeing eye dogs), firearms, or alcoholic beverages are allowed.

▶ **Compliance:** Arts Market artists must comply with all Federal, State, and Local laws and ordinances. It is the artist's responsibility to be aware of such laws and ordinances. The Arts Council shall have the authority to warn, suspend, or expel an artist based on unlawful activity or violation of the Arts Market guidelines.

## VI. Roles and Responsibilities

The Arts Council of Greater Baton Rouge will have the following responsibilities:

- ▶ Provide a location for the Arts Market and apply for street closures.
- ▶ Provide a governing structure and direction for the Arts Market.
- ▶ Make space assignments to provide a proper mix of media.
- ▶ Appoint jurors & coordinate jury reviews.
- ▶ Publicize the Arts Market to the media and arts patrons.

The artists will have the following responsibilities in addition to those outlined above:

- ▶ Bring complete display equipment for presentation of artwork at the Arts Market. Equipment may include tables, display racks, and tent.
- ▶ Pay booth fees on a timely basis.
- ▶ Set-up and take-down of displays.
- ▶ Provide change for sales.
- ▶ Clean up at the end of the Arts Market. (Artists should bring a broom and trashcan to keep their space and the Arts Market free of debris.)

## VII. Modifications

The Arts Council of Greater Baton Rouge reserves the right to alter the guidelines of the Baton Rouge Arts Market at any time.

## VIII. Hold-Harmless Clause

All authorized artists participating in the Baton Rouge Arts Market shall be individually & severally responsible to the Arts Council of Greater Baton Rouge for any loss of any or every kind, including without limitation: personal injury, deaths, and/or any other damage that may occur as a result of the artists' negligence or that of its servants, agents, & employees, & all artists hereby agree to indemnify and hold the Arts Council of Greater Baton Rouge harmless from any loss, costs, damages, and/or other expenses including attorney's fees, suffered or incurred by the Arts Council by reason of the artists' negligence or that of the artists' servants, agents, and employees; provided that the artists shall not be responsible nor required to indemnify the Arts Council for negligence of the Arts Council's servants, agents, and employees.

## IX. Contact Information

For additional info, contact Sandy Dokka, Administrative Assistant, at the Arts Council (225-344-8558; [sandy@acgbr.com](mailto:sandy@acgbr.com)) or write to:

Arts Council of Greater Baton Rouge  
Attn: Sandy Dokka, Administrative Assistant  
427 Laurel Street, Baton Rouge, LA 70801