



1407 University Boulevard \* Ames, IA 50011 \* (515)294-2710 \* [www.reimangardens.com](http://www.reimangardens.com)  
For more information, please contact Beth Wessel-Kroeschell, Events Coordinator at (515)294-8981 or [rgevents@iastate.edu](mailto:rgevents@iastate.edu).

**16th Annual Garden Art Fair Application Form**  
**Sunday, July 14, 2019**  
**9:00 a.m. to 4:00 p.m.**

*The 16th Annual Garden Art Fair at Reiman Gardens provides an opportunity for artists to share their garden and nature inspired art with the public. Visitors can browse from a variety of artists and buy products including jewelry, watercolor, pottery, woodwork, glass, and more. Food vendors will provide food throughout the day.*

**Call for Artists**

**Objective:** An opportunity for artists to share their garden and nature inspired art with the public through sales and display in a beautiful garden setting.

**Who can apply?** Artists incorporating gardening, nature, or natural materials into their work (including art that can be placed in the garden, worn, or used in the home) are encouraged to apply. Work created with the use of commercial kits, molds, patterns or pre-fabricated forms will not be allowed.

**How do I apply?** Fill out an application and submit images of your work before **April 29, 2019** (or until all booths are filled).

**Submit your application one of two ways:**

1. Via online application [here](#): after providing the requested information, click the button at the end of the document.
2. Via printed application: print this form, fill out the requested information and mail your application to Reiman Gardens; Attn: Beth Wessel-Kroeschell, Events Coordinator; 1407 University Boulevard; Ames, IA 50011.

**Submit 2-5 digital images\* of your work one of two ways:**

1. Via email: send digital versions to Beth Wessel-Kroeschell at [rgevents@iastate.edu](mailto:rgevents@iastate.edu).
2. Via post mail: send a CD with digital files to the following address: Reiman Gardens; Attn: Beth Wessel-Kroeschell, Events Coordinator; 1407 University Boulevard; Ames, IA 50011.

\*Images should be high resolution JPEG or TIFF files. Images must be labeled with artist's last name, first name, and image number. (Example: JonesBob01.jpeg). For promotional purposes, a list of accepted artists and images of their art will be added to the Reiman Gardens' website. Reiman Gardens reserves the right to exclude an artist's images on the website or other promotional materials due to poor image quality.

**Accepted Artists and Booth Assignment Information**

Artists will be notified by **May 13, 2019** regarding acceptance into the 2019 Garden Art Fair and informed of their booth fee. Once notified, accepted artists will have until **June 10, 2019** to submit rental fees to reserve a booth. If rental fees are not received by June 10, booth space cannot be guaranteed.

In an effort to diversify the art available for purchase and ensure quality product, Reiman Gardens reserves the right to exclude any artist. Display booth preference will be honored whenever possible, but Reiman Gardens reserves the right to assign booths as needed for improved variety and traffic flow.

**Five different artist display options** are available for the 2019 Garden Art Fair. Each accepted artist will have an assigned booth. Tables and chairs are available for an additional fee and artists must provide their own display units and tents within the booth assignment dimensions. Reiman Gardens has the authority to adjust booths for visual or safety reasons.

***Remember, this is a Garden Art Fair; most of the booths are outdoors.  
Be prepared for Iowa July weather.***

#### **2018 Garden Art Fair Schedule**

Monday, April 29	Deadline of application and images of work (or until all booths are filled).
Monday, May 13	Notification of acceptance into 2019 Garden Art Fair.
Monday, June 10	Accepted artist rental fee deadline.
Monday, June 24	Cancellation refunds denied after this date.
Saturday, July 13	Early set-up option for artists. 5:00 p.m. to 8:00 p.m.
Sunday, July 14	Gardens open at 6:00 a.m. for booth set up and Garden Art Fair hours are 9:00 a.m. to 4:00 p.m.

#### **2019 Garden Art Fair Space Information and Entry Fee**

Please indicate space preference and booth setup needs on the application form. Space is limited in each area so you may not get your first choice, though we will try our best

#### ***Four options for artist display space:***

##### **1. Conservatory Exhibit Hall (inside and air conditioned):**

- Space size: 6 ft. deep by 10 ft. wide
- Fee: \$125
- Notes: Electricity is **not** available. **Tents are not allowed in the Exhibit Hallway.** The back wall for most of these booths will be along an exterior glass wall.

##### **2. Conservatory Garden Room (inside and air conditioned):**

- Space size: 10 ft. deep by 10 ft. wide
- Fee: \$125
- Notes: Electricity is available for an additional fee. **Tents are not allowed in the Conservatory Garden Room.** The back wall for most of these booths will be along an interior glass wall.

##### **3. Speer Room and Classroom (in Mahlstede Building and air conditioned)**

- Space size: approx. 10 ft. by 10 ft.
- Fee: \$120
- Notes: Electricity is available for an additional fee. **Tents are not allowed in the Speer Room or Classroom.** The walls for these booths are glass and stone.

##### **4. Outdoor Booths in Events Plaza, South Lawn, South Patio or Dunlap Court:**

- Space size: 10 ft. deep by 10 ft. wide
- Fee: \$75
- Notes: Ground surface is concrete or crushed rock. **Artists for the outdoor 10 ft. by 10 ft. booths are responsible for providing their own tent/umbrella.** Electricity is available for limited number of booths.

***Additional Information:***

**About Reiman Gardens:** Reiman Gardens creates a striking entrance to Iowa State University and the city of Ames. The year-round, 17-acre facility features distinct gardens, an indoor conservatory, 2,500-square-foot indoor Butterfly Wing, a Gift Shop and much more. The Gardens' mission is "To educate, enchant and inspire an appreciation of plants, butterflies, and the beauty of the natural world."

**Garden Art Fair Visitor Admission:** Your booth fee allows us to offer a lower admission for all Garden Art Fair guests and contributes towards publicity.

**Garden Art Fair Promotion:** Press releases will be sent to all area news media. Reiman Gardens' website will promote the event, including a list of accepted artists and pictures of your work. Additional promotion will be included in our E-newsletter (distributed to over 8,000 e-mail addresses), on Reiman Gardens' Facebook and Twitter pages, and flyers posted in local businesses.

**Artist Promotional Packets:** Each accepted artist will receive 2019 Garden Art Fair promotional material to promote the event. The promotional packet will include a reproducible flyer, admission coupon useable for email and social media distribution, and free admission tickets.

**Artist Referral Discount:** Artists are encouraged to refer their artist peers to the 2019 Garden Art Fair. If the referred artist is accepted, the referrer will receive a \$5.00 discount from their 2019 booth fee. Limit of two referrals per artist.

**2019 Theme Year:** Come play at Reiman Gardens! This year, each season brings new toys and games for all ages to learn about the wonders of nature. Tiptoe through over 55,000 springtime tulips, revolve through the Conservatory for an orchid show that is sure to surprise, frolic amidst orbs of herbs, and enjoy special events and programs teeming with revelry. Finally, bring the family out for cooperation and competition, fascinating finds, hands-on horticulture, pleasurable puzzles, and active art, as we host an exciting new exhibit created in collaboration with ISU Architecture. Whether you're seeking fun, rest, inspiration, or knowledge, Reiman Gardens has just what you need. Are you game?

**Sales Procedures:** An Iowa Sales Tax number is required by the State of Iowa, and it is the responsibility of each exhibitor to notify the Events Coordinator of this number. The State of Iowa no longer issues temporary permits. It is the exhibitor's responsibility to go to: <https://tax.iowa.gov/please-read-you-register-your-business> and fill out the application for a permanent sales tax permit. Exhibitors are responsible for collection and payment of the 7% City of Ames/Iowa Sales Tax.

**Cancellation:** Submission of an application indicates commitment to participate in the 2019 Garden Art Fair. Accepted artists withdrawing from the show will be refunded their booth fee until June 24, 2019, minus a \$30 cancellation fee. No refunds will be issued after June 24, 2019.

**Liability Insurance:** The exhibitor will carry the necessary insurance to cover art objects and other property displayed at the 2019 Garden Art Fair. Reiman Gardens and Iowa State University are exonerated from all liability of any nature while said objects are on display and are not responsible for accidental loss or damage of any kind.

**Set-up & Take-down:** The day of the 2018 Garden Art Fair, the artists may set-up between 6:00-9:00 a.m. Take-down should not begin before 4:00 p.m. and must be completed by 7:00 p.m. Artists are encouraged to provide their own carts for unloading/loading of their art and booth display items. An additional set-up time will be made available the afternoon before the 2019 Garden Art Fair, on Saturday, July 13 for artists. Saturday set-up times will be 5 – 8 pm.



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*The Garden as Art and Art in the Garden*  
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Reiman Gardens, 1407 University Boulevard, Ames, Iowa 50011

For more information, please contact Events Coordinator (515)294-8981 (office) (515) 451-4307 (cell) or [rgevents@iastate.edu](mailto:rgevents@iastate.edu).

Please fill out an application and submit images of your work before **April 29, 2019** (or until all booths are filled).

**General Information:**

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company / Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

IA sales tax number / FEIN / Vendor SSN: \_\_\_\_\_

**Note:** The State of Iowa no longer issues temporary permits. It is the exhibitor’s responsibility to go to: <https://tax.iowa.gov/please-read-you-register-your-business> and fill out the application for a permanent sales tax permit.

**Booth Preference:**

Please prioritize your booth location preferences by ordering them 1 to 4 (with 1 as first choice).

- \_\_\_\_\_ Conservatory Exhibit Hall      6 ft. deep by 10 ft. wide      Fee: \$125
- \_\_\_\_\_ Conservatory Garden Room      10 ft. deep by 10 ft. wide      Fee: \$125
- \_\_\_\_\_ Speer Room or Classroom      10 ft. deep by 10 ft. wide      Fee: \$120
- \_\_\_\_\_ Outdoor Booths      10 ft. deep by 10 ft. wide      Fee: \$75

Additional Fees (please mark if you need):

- \_\_\_\_\_ Booth Chairs      Fee: \$3/each
- \_\_\_\_\_ Booth Tables – 6-foot banquet tables, **unskirted**      Fee: \$5/each
- \_\_\_\_\_ Electricity (Conservatory Garden Room, Speer Room/Classroom and Events Plaza only)      Fee: \$15

**Do you have any special booth/set-up requirements or requests? (Please be specific)**

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**Artwork:**

Put an "X" next to the categories that best describe your work. Check all that apply.

clay                       mixed media                       glass  
 drawing                       painting                       photography  
 fiber                       paper                       jewelry  
 wood                       metal                       other (describe) \_\_\_\_\_

Provide a short description of your work:

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Describe how your work is inspired by nature, or how it incorporates nature or gardening:

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Price range of your art: \_\_\_\_\_

**Were you referred by another artist? If so, please list here:** \_\_\_\_\_

*Artists are encouraged to refer their artist peers to the 2019 Garden Art Fair. If the referred artist is accepted, the referrer will receive a \$5.00 booth fee discount. Limit of two referrals per artist.*

**Photo Submission (please mark one of the following):**

I will submit 2-5 digital images of my work via email to Beth Wessel-Kroeschell at [rgevents@iastate.edu](mailto:rgevents@iastate.edu).

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If you have any questions, please contact Beth Wessel-Kroeschell, Events Coordinator at (515)294-8981, [rgevents@iastate.edu](mailto:rgevents@iastate.edu).

Thank you for your application.