



Urbana ART EXPO

SAT. SEPT 15. + 16., 2018
10AM-5PM

URBANA CIVIC CENTER

108 E. Water Street Urbana, 61801



ILLINOIS
ARTS
COUNCIL
AGENCY



urbana
public
arts
program



community center
for the
CA arts

THE EXPO

Urbana Art Expo is a juried fine arts exhibition and sale that gives local and national artists the opportunity to showcase and sell their works, get exposure, and build relationships with current and new patrons. The 2018 expo will take place on **Saturday, Sept. 15th and Sunday, Sept. 16th** from 10:00am to 5:00pm at the Urbana Civic Center, located in historic Downtown Urbana at 108 East Water Street.

Eighteen artists or artist groups will be selected from the application pool and offered a booth at the expo. The application deadline is **Wednesday, August 8th, 2018.**

THE SPACE

Conveniently located in downtown Urbana, the Civic Center has over 4,000 square feet of floor space. Each participating artist or artist group will be randomly assigned a 10'x10' space at the Center. One table and two chairs will be provided per booth, but participating artists must bring any other supplies they might need. A limited number of moveable walls will be available for artists to rent.

Setup will take place Friday, Sept. 14th, 2018 between 4pm-8pm. Teardown must be completed by 6:00pm, one hour after the end of the fair. Free parking is available at the site.

BOOTH FEE

No application fee is required. Artists invited to participate must pay a booth rental fee for their 10' x 10' space. For artists who reside or work in Champaign County, the fee is \$50. For artists who do not reside or work in Champaign County, the fee is \$80. Additionally, 10% of all sales made must be paid to the Urbana Public Arts fund.

Artists may apply as a group and split the fee, with a maximum of three artists per booth. For groups, each artist must submit his/her own work samples and artist bio. When making a payment as a group, please send only one check.

THE EXPERIENCE

The attendance for last year's annual Urbana Art Expo was between 300 and 400 people. Expo organizers will promote the event through print materials and online advertising. Artist bios and links to participants' websites will be featured on the Expo's blog and social media.

Participating artists are required to attend one of the three free orientation sessions led by program staff. City staff and volunteers will help artists create inviting displays that safely and efficiently use their space.

Urbana Art Expo also provides an opportunity for artists to meet each other and exchange ideas in hopes of continuing to grow our local creative community.

TO APPLY

All U.S. artists may apply, but applicants working or residing in Champaign County will receive preference. To be considered, please prepare the materials listed below:

- ❑ A signed and completed application form (see next page);
- ❑ Up to 5 images of work samples (.jpegs, no more than 3MB per image, if digital);
- ❑ An Index of Work Samples, specifying each work’s title, medium, and date;
- ❑ An Artist Bio (1 page maximum); and
- ❑ (for Champaign County artists only) Proof of Local Residency, such as a copy of a lease agreement, a utility bill, or a valid driver’s license.

Return your application by Wed., August 8th, 2018, to ArtExpo@urbanaininois.us (preferred), or by mail to:

Rachel Lauren Storm
Public Arts Coordinator
Community Development Services, City of Urbana
400 S. Vine Street
Urbana, IL 61801

Please retain a copy of your application for your records. Note that original artworks will NOT be accepted. Please **DO NOT** make any payments before you have been officially selected and notified.

NOTIFICATION AND PAYMENT

All applications will be reviewed by a selection committee, after which all artists will receive notification from the Public Arts Program by mail or e-mail. Invited artists can then make a non-refundable payment – \$50 for Champaign County residents or \$80 for non-residents – by sending a check to:

City of Urbana
c/o Rachel Lauren Storm, Public Arts Coordinator
400 S. Vine Street
Urbana, IL 61801

Alternatively, cash payment may be made at the Community Development Services Office at the City of Urbana (at 400 S. Vine Street) by appointment only. Please contact rlstorm@urbanaininois.us or (217) 328- 8265 to schedule an appointment.

IMPORTANT DATES

Wednesday, Aug. 8 th , 2018	Application Deadline
Wednesday, Aug. 15 th , 2018	Notification
Friday, Sept. 7 th , 2018	Deadline for full payment

CONTACT INFORMATION

Contact Name _____

Name of Artist/Artist Group (if different) _____

Work/Home Number _____

Cell Number _____

E-mail Address _____

Mailing Address _____

City, State, Postal Code _____

Website _____

ADDITIONAL INFORMATION

IL Tax ID Number: _____
**You may leave this blank if you do not have this number yet. However, if selected, you must register for an IL tax ID number before you can participate in the Expo. Registration is quick and easy, and can be done online at <https://mytax.illinois.gov>.*

Do you plan to share your booth with someone? Yes No
 If yes, please list his/her name:

Price range of artworks: _____

Have you participated in an art fair before?	Yes	No	Not sure
Do you plan to have a demonstration at your booth?	Yes	No	Not sure
Do you want to be on a schedule of featured demos?	Yes	No	Not sure
Will you bring your own portable walls?	Yes	No	Not sure
Will you bring your own additional lighting?	Yes	No	Not sure
What is your preferred set-up time?	Friday evening	Saturday morning	

Please check the box below and sign or type your name.

I certify that I have read and understood the 2018 Urbana Art Expo guidelines and that I am not under 18 years of age.

Signature: _____ Date: _____