

Information and Regulations for Art Beat 2022 for Nonprofits

General Event Information

For one day the streets and sidewalks of downtown South Bend become a living gallery as artists, dancers, musicians, actors, poets and culinary artists display their talents for the community. Art Beat represents an opportunity for artists, merchants and community to meet in an atmosphere of celebration and camaraderie to enjoy richly diverse performances, displays and retail experiences.

Art Beat 2022 will be held on August 20 from 11 a.m. to 7 p.m. in downtown South Bend.

APPLICATION DEADLINE: May 1, 2022

PARTICIPATION RULES FOR NONPROFITS

1. Eligibility: Nonprofits located in the following counties are eligible for participation: St. Joseph, Elkhart, Kosciusko, LaPorte, Marshall and Starke counties in Indiana and Berrien and Cass counties in Michigan.
2. Application must be submitted before the deadline: May 1, 2022.
3. Each nonprofit participating in Art Beat is required to have an artistic component. You can have a craft for kids, sell arts/crafts to raise funds for your organization, do a demonstration, etc.
4. Nonprofit applicants must include up-to-date information in their application, including an email address that is checked on a regular basis.
5. Nonprofit participants must agree to all load-in/load-out policies as outlined below (See "Rules & Procedures for Set-up/Tear-down")
6. Nonprofit participants are responsible for their own 10x10 tent, tables, chairs and tent weights (tent weights are mandatory for public safety.)
7. Nonprofit participants are responsible for bringing any additional help they may need for the event for set-up/tear-down, and manning their booth.

RULES & PROCEDURES FOR SET-UP/TEAR-DOWN

Participants who fail to abide by the following rules & procedures will jeopardize their future participation in Art Beat.

1. Booth assignments will be emailed to participants in late July and participants are required to know their booth number prior to arrival. Additionally, booth numbers will be marked before the event, and participants are encouraged to locate their booth space in advance in order to create a smoother set-up experience for the entire event. In the past, several participants have arrived to the event not knowing their booth number or location, creating added strain on event staff and volunteers.
2. To aid in the flow of traffic during set-up and tear-down, one-way traffic patterns will be established that participants will be required to follow. Information on which streets will be one-way in which direction will be posted on the Art Beat website and will also be distributed e-newsletters to participants.
3. Set-up Information
 - o Set-up times will be staggered between 7 a.m. and 9 a.m. based on booth numbers.
 - a. Even number booths may come at 8 a.m. to set up
 - b. Odd number booths may come at 9 a.m. to set up
 - c. At 7 a.m. there will be a special "Early Bird Set-up" for anyone who needs more than 3 hours to get their booth just right.
 - d. Arrival deadline is 10 a.m. Any participant not arriving by 10 a.m. forfeits their booth space, and event staff will allow artists from end booths to fill in their place to eliminate gaps in the festival.
 - o Participants will NOT be allowed to leave their vehicle in the street during set-up.
 - o The required set-up procedure is as follows:

- a. Find your booth location.
 - b. Park your vehicle in (or as close as possible to) your booth spot.
 - c. Unload everything onto the sidewalk at your booth location.
 - d. Park your vehicle in one of the nearby street parking spaces or parking garages, which are both free on weekends (NOTE – this is where having a booth helper is extremely important – to move and park your vehicle or to watch your items while you park; and also to help you set up your booth.)
 - e. Set up your booth within the boundaries marked on the curb at the location assigned to you.
 - f. All vehicles need to be removed from the streets of the event space prior to 10 a.m.
 - g. Set-up needs to be completed by 10:45 a.m.
4. Tear-down Information
- o Early tear-down is not permitted, in order to ensure a consistent experience for visitors. Participants may not begin tear-down until 7 p.m. unless otherwise indicated by event staff (such as in the event of a weather emergency.)
 - o Participants will NOT be allowed to leave their vehicle in the street during tear-down.
 - o Tear-down will be executed in the reverse order of set-up:
 - a. Participants need to have their booth items packed away and their tent disassembled, with all items on the sidewalk by their booth BEFORE retrieving their vehicle.
 - b. No vehicles will be permitted in the event space prior to 7:30 p.m. to ensure the safety of our guests.
 - c. Once a participant's items are out of the booth space and packed on the sidewalk, vehicles can then be retrieved, and should follow the established one-way traffic rules.
 - d. Participants need to park in (or as close as possible to) their booth space, and then load their items.
 - e. Depart using the same one-way traffic rules.

COMMUNICATIONS:

Informational newsletters will be sent out to Art Beat applicants on a regular basis. Applicants are requested to include an email address that is checked frequently in their application so as not to miss important announcements and instructions. Applicants should also check their spam/junk folders to make sure that important Art Beat emails are not hidden.

Additionally, the Facebook group "[The Artists of Michiana...Unleashed!](#)" is a helpful resource for local artists to discuss Art Beat questions and receive tips from fellow veteran Art Beat participants. Also, be sure to check [DowntownSouthBend.com](#) for event updates and a list of accepted artists.

Art Beat participants are encouraged to share and post in the official [Art Beat 2022 Facebook Event Page](#); PLEASE DO NOT CREATE YOUR OWN ART BEAT FACEBOOK EVENT PAGE as it confuses guests as to which is the real one, causing them to miss out on important event updates and announcements.

Any questions, comments, issues, or suggestions regarding Art Beat can be directed to the following email address: ArtBeatDTSB@gmail.com.

BOOTH SPACE

Each participant will be given a 10'x10' booth space. Participants can request more than one booth space, for an additional \$10 fee per extra space.

Participants are responsible for bringing

- Their own tents, tables, chairs, and tent weights.



- Their own helpers to assist them with set-up, tear-down, and manning their booth should they need a break. Art Beat Volunteers may NOT be used for these purposes.

FEES

Nonprofits are allowed one free 10x10 booth space. Additional, non-refundable fees will be required if you choose any of the following:

- Extra space: \$10 per extra space
- Scene Selection: \$10 (Note: due to the size of the event, organizers will not be able to fulfill requests for specific locations within a scene. Exceptions may be made for special circumstances, however, and those needs/requests should be emailed to ArtBeatDTSB@gmail.com.)
- Electricity: \$20

Payment for these items needs to be received prior to July 20. Checks should be made payable to Downtown South Bend and sent to:

Art Beat 2022
217 S. Michigan St.
South Bend, IN 46601

NOTIFICATIONS

Applicants will be informed on or before June 1 as to their status of acceptance.

RAIN POLICY

In case of severe weather, the event will be delayed 24 hours until Sunday, August 21, 11 a.m. - 7 p.m. Event organizers will make this call by 5 p.m. on Friday, August 19 and notify all participating artists by email as well as post information on the Art Beat website, and DTSB's Facebook and Twitter pages.

NO-SHOW POLICY:

Art Beat organizers must receive notice of your inability to attend the event at least 3 weeks prior to the event so the space can be reassigned to another participant. Please note that fees cannot be refunded. Extenuating circumstances will be reviewed by the Art Beat Committee.

All participants must arrive prior to 10 a.m. on the event date. Participants failing to arrive by 10 a. m will be declared a No Show and their booth space will be forfeited. Event staff will allow participants from end booths to fill in their place to eliminate gaps in the festival. Participants classified as No Shows will jeopardize their future participation in Art Beat.

BOOTH LOCATION POLICY:

Due to the urban location of this festival, site layout may be modified from year to year. Upon acceptance to the event, artists will have the ability to choose their "Scene" location for a small additional fee of \$10. Organizers will not be able to fulfill requests for specific locations within a scene. Exceptions may be made for special circumstances, however, and those needs/requests should be emailed to ArtBeatDTSB@gmail.com.

If electricity is required by the participant, locations with electricity will be available for an additional fee of \$20. Spaces will be given on a first come, first served basis. Space is limited and based on availability.

CONTACT

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