

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 2024 will be held on August 10 from 11 a.m. to 7 p.m. in downtown South Bend.

Participation Rules

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, Cass, and St. Joseph counties in Michigan.
2. Application must be submitted before the deadline: May 14, 2024.
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 and a mobile number for text updates. DTSB and Art Beat will not share contact information with other parties.
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.
8. Nonprofit participants must agree to the terms and conditions included in the Release of Liability Waiver

FEES

All fees are non-refundable. A small credit card processing charge will be added to each fee.

The Art Beat application fee is waived for nonprofit organizations.

Upon acceptance, nonprofit organizations will then need to pay a \$25 fee for their booth space - a 50% reduction from the \$50 booth fee that artists pay.

Additional fees will be required if you choose any of the following:

- Early Bird Booth Selection: \$30
- Extra booth space: \$25 per extra space
- Electricity: \$30

COMMUNICATIONS

Art Beat participants are encouraged to share and post in the official Art Beat 2024 Facebook Event page. PLEASE DO NOT CREATE YOUR OWN ART BEAT FACEBOOK EVENT PAGE as it confuses visitors 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.

NOTIFICATIONS

Applicants will be informed on or before June 6 as to their status of acceptance. Nonprofit acceptance is based on whether the applicant is truly a nonprofit organization located in one of the counties of eligibility, and whether they plan to have an artistic component to their booth.

RAIN POLICY

In case of severe weather, the event will be delayed 24 hours until Sunday, August 11, 11 a.m. - 7 p.m. Event organizers will make this call by 5 noon on Friday, August 9 and notify all participating artists by email as well as post information on the Art Beat website, and DTSB's social media.

NO SHOW POLICY

Art Beat organizers must receive notice of your inability to attend the event at least 4 weeks prior to the event so the space can be reassigned to another artist. Please note that application processing fees cannot be refunded. Extenuating circumstances will be reviewed by the Art Beat Committee.

All participants must arrive prior to 9:30 a.m. on the event date. Participants failing to arrive by 9:30 a.m. will be declared a No Show and their booth space will be forfeited. Event staff will allow artists 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 SPACE

Accepted nonprofits will be able to purchase a 10'x10' booth space for \$20. Artists can request more than one booth space, for an additional \$20 fee per extra space.

Artists are responsible for bringing:

- Their own tents, tables, chairs, and tent weights (required).
- 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.

BOOTH ASSIGNMENTS

New for 2024 – DTSB is using a new application platform called Eventeny which will enable accepted artists and nonprofits to choose their own booth spaces!

- The booth spaces will open up for selection in early July. We will be allowing a special Early Bird Booth Selection a week prior to general selection for \$30.
- After a two-week period if artists have not chosen and paid for their booth, waitlisted artists will be able to select from available booths.
- If electricity is required by the nonprofits, locations with electricity will be available for an additional fee of \$30.

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. Booths will be available for selection in early July. Participants are required to know their booth number prior to arrival. 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 in e-newsletters to participants.
3. Set-up Information
 - a. Set-up times will be staggered between 7 a.m. and 9 a.m. based on booth numbers.
 - b. Even number booths may come at 8 a.m. to set up
 - c. Odd number booths may come at 9 a.m. to set up
 - d. 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.
 - e. Arrival deadline is 9:30 a.m. Any participant not arriving by 9:30 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.
 - f. Participants will NOT be allowed to leave their vehicle in the street during set-up.
 - g. Required Set-up Procedure
 - h. Find your booth location.
 - i. Park your vehicle in (or as close as possible to) your booth spot.
 - j. Unload everything onto the sidewalk at your booth location.
 - k. Park your vehicle in one of the nearby parking garages or street parking spaces, 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.)
 - l. Set up your booth within the boundaries marked on the curb/pavement at the location assigned to you.
 - m. All vehicles need to be removed from the streets of the event space prior to 9:30 a.m.
 - n. Set-up needs to be completed by 10:30 a.m. We do get many early shoppers so being set up by 10 a.m. is recommended.
 - o. Tear-down Information
 - p. 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.)

RULES & PROCEDURES FOR SET-UP/TEAR-DOWN

- q. Participants will NOT be allowed to leave their vehicle in the street during tear-down.
- 6. Required Tear-down Procedure
 - a. Tear-down will be executed in the reverse order of set-up:
 - b. 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.
 - c. No vehicles will be permitted in the event space prior to 7:30 p.m. to ensure the safety of our guests.
 - d. 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.
 - e. Participants need to park in (or as close as possible to) their booth space, and then load their items.
 - f. Depart using the same one-way traffic rules.