



Dear PortFest Artist Participant,

We at HEARTS are very excited to welcome you to participate in PortFest 2013!

PortFest will be a fun outdoor and indoor family festival to be held at Schreiber High School campus featuring local artists and musicians of all ages. The event will serve to celebrate, strengthen and promote the unique culture, arts and community of Port Washington while raising funds for music and arts programs in Port Washington Public Schools.

Attached is our PortFest Artist Submission and Agreement forms for your enrollment as an exhibitor at PortFest. Additional information about HEARTS and PortFest can be found on our website, www.heartspw.org.

Please note that space is limited so please be sure to submit your agreement and images of your work at your earliest available time by e-mail at [heartspw.art@gmail](mailto:heartspw.art@gmail.com) (or by Fax: 516.279.5727) prior to the **April 22, 2013** final deadline.

We hope you will help us to spread word of your participation in this event to your contacts in the community and on-line. We will have PortFest flyers, posters and other information for your use, and will provide them to you upon request.

If you have any questions or need further clarification, please feel free to visit our website, e-mail me or our Art Committee Chairs, Marcos Sinconegui and Rachelle Krieger at [**heartspw.art@gmail.com**](mailto:heartspw.art@gmail.com) at any time.

We thank you for you for your anticipated participation in support of HEARTS' cause.

Best regards,

Damon Gersh, Founder
HEARTS Port Washington
Helping Enrich the Arts in Port Washington
heartspw@gmail.com | www.heartspw.org



PORTFEST ARTIST SUBMISSION FORM

Name _____ Email: _____

Address: _____

Phone _____ Artist website: _____

- Yes! I will display one piece of artwork in the outdoor Art Tent at PortFest on May 11, 2013 between 11am-5pm
 - Maximum size in any dimension is 30"
 - 2D art should be provided ready to hang (with wire), and 3D art must come with it's own pedestal.
 - Drop off artwork at Schreiber HS field between 8am-10am on May 11th
 - Pick up unsold work between 5pm-6pm
 - To reserve your spot, you must return these two forms with an image of your artwork **by April 22, 2013**. Email to HeartsPW.Art@gmail.com or mail to: HEARTS of PW, PO Box 1192, Port Washington NY 11050, Attn: Artist Submissions

Description of work:

Title _____ Size (WxH) _____ Date _____

Medium _____ Retail Price _____

(Should exhibit of the art listed above lead to a sale, a 50% donation to HEARTS of PW is customary.)

- Yes! I would like to volunteer to do an art demonstration or lead an art experience. Here is a brief description of the demonstration I can do, including duration: _____

Yes! I know it is encouraged for the artist to be present to engage the viewers about the work. I will be at the Art Tent between ____ and ____.

Yes! You can count on me to help hang the artwork at the Art Tent between 8am-10am.

Yes! I would like to donate artwork for the Silent Auction. Please have the Auction Coordinator contact me.

Yes, I have my own tent and would like to set up my own art booth as a vendor. Please have the Vendor Coordinator contact me.

Yes, I am interested in being a part of the Open Studios event in October 2013. Please have the coordinator contact me.



PORTFEST ARTIST AGREEMENT

Agreement made this ____ day of _____, 2013 between HEARTS of Port Washington's PortFest Music, Art & Community Festival (hereinafter referred to as "PortFest") and _____ (hereinafter referred to as "Artist").

It is mutually agreed between the parties as follows:

- 1. Name of Exhibiting Artist:** _____
- 2. Name and Place of Exhibition:** PortFest 2013 Art Exhibition Tent (outdoors) on Schreiber High School South Field at One Campus Drive in Port Washington NY 11050
- 3. Date & hours of Engagement:** Saturday, May 11, 2013 between 11:00am and 5:00pm (rain or shine)
- 4. Time of Arrival:** Artwork to be delivered by Artist to Art Exhibition Tent on Saturday, May 11, 2013 between 8:00am and 10:00am.
- 5. Time of Pick-Up:** Unsold Artwork to be picked up by Artist at the Art Exhibition Tent on Saturday, May 11, 2013 between 5:00pm and 6:00pm
- 6. Agreed Fee for Exhibiting:** No Charge
- 7. Cancellations:** Must not be made by either party less than 30 days prior to the date of exhibition
- 8. Selection:** Artist will provide images of proposed item(s) for exhibition by April 22, 2013 for selection and approval by PortFest art exhibition committee
- 9. Materials:** Artist will provide delivery of all specified artwork and materials at the exhibition site unless otherwise specified.
- 10. Installation:** PortFest will provide all labor and materials to display artwork as needed.

The exhibiting Artist agrees to have agreed works delivered to a PortFest representative at the designated date, time and location. It is understood that HEARTS of PW and PortFest are not responsible for packaging or transportation. It is also understood that HEARTS of PW and PortFest are not responsible for possible damage incurred during the packaging, transportation and delivery of the work. Please provide the retail value of each price for appropriate pricing to be submitted to the Events committee for listing purposes. Should exhibit of the art listed above lead to a sale, note that a 50% donation to HEARTS of PW is customary.

Hold Harmless and Indemnity: Artist shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend HEARTS of Port Washington, PortFest, Port Washington Union Free School District and, the town of Port Washington and their agents and employees from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against said parties as a result of loss, damage, or injury to persons (including death) or property by reason of any act or failure to act by the Artist.

This constitutes the sole, complete and binding agreement between the parties hereto:

Name of Agent for PortFest

Artist Name

Signature of Agent for PortFest

Artist or Agent Signature