



## Art Fair Rules and Information for DBQFest 2025

DBQFest is Iowa's longest -running art fair & festival, celebrating art, music, and culture since 1979. Our goal is to provide economic opportunities for local and regional visual, musical, and performing artists while offering a free arts experience for the community. For the Art Fair portion of the event, our focus is on featuring fine art and fine craft, handmade artisan goods, and high-quality original works of art.

### Dates to Know

- March 15, 2025 - Applications Close
- April 30, 2025 - Application Status Emails Sent
- May 15, 2025 – Vendor Fee Due
- August 1, 2025 – Check-in & Set-up Begins
- August 2-3, 2025 - It's DBQFest!

### Exhibition Rules & Guidelines

- All work exhibited in the booth must be designed and/or created by the accepted artist/craftsperson.
- Work produced solely with commercial kits, molds, patterns, plans, and prefabricated forms are not permitted.
- Imported or buy/sell items are not permitted.
- Prints are permitted, provided they are copies of the original works by the exhibiting artist.
- As the artist, you are your own best salesperson and your presence is requested for the entire event.
- If your booth features art from more than one category, each category should be represented in your application entry.
- You are only allowed to sell or display work that has been juried into the show as represented by your application entry.
- Exhibitors may be asked to remove work which is inconsistent with approved images, not original works of the artist, or is in violation of the above rules.

Applications must include 4 high-quality images of work to be exhibited and an image of your booth. Hard copy mailed-in applications and photos will not be returned, Hard copy applications will only be sent out by explicit request. Please contact [director@dubuquefest.org](mailto:director@dubuquefest.org) for information.

### Fees

\$150 Booth Fee – due upon acceptance into the fair and secures an 11'x11' booth space.

If accepted, you will be emailed an invoice to be paid by **May 15, 2025**. Payments can be made online (additional fees may apply) or a check can be mailed to the address noted in the acceptance letter. Details will be provided in the acceptance letter.

Exhibitors are responsible for collecting and remitting Iowa 7% sales tax (call (563) 556-4631 for more information). Exhibitors must supply their Iowa sales tax permit number at the time of application; if an applicant's request for an Iowa sales tax number is in process that can be noted at the time of application but must be supplied prior to the event.

### Emerging Artist Scholarships

DBQFest believes in encouraging and supporting up-and-coming artists. DBQFest defines an Emerging Artist as

an artist or maker with less than 12 months experience in vending at juried art fairs. We award a minimum of two Emerging Artist scholarships annually which waives the booth fee and provides a pop-up 10x10 tent with walls and weights at no cost. All display furniture including tables are the responsibility of the artist. If you'd like to be considered for a 2025 Emerging Artist Scholarship, please answer the form questions to indicate this. For more details email Ali at [director@dubuquefest.org](mailto:director@dubuquefest.org).

## Selection Process

\*THIS IS A JURIED EVENT. Application does not guarantee a booth at the event.

Acceptance to the DBQFest Art Fair is determined by blind review of all applications by a three (3) member jury of committee members, artists, and makers. Our focus is on fine art, fine craft, and handmade artisan goods. Our goal is to bring economic opportunities to the artists in a unique and artistic way while celebrating culture. The jury will keep this focus top of mind when selecting exhibiting artists while also ensuring a variety of media, styles, and price points are featured in the event. Artist selection is based on the review of images of sample artwork as submitted in the application and as supported by the artist statement. Scholarship Artist applications are considered separate from the standard application.

The judgment of the jury is final.

## Awards

DBQFest will award cash prizes for a first (\$300), second (\$200), and third (\$100) place exhibiting artist as determined by an independent judge chosen by the DBQFest committee. The judge visits all booths after the event opens to the public on Saturday, August 2. Award winners are announced at artist reception Saturday night.

## Event Location and Times

LOCATION: Rain or shine in Washington Park, between Locust & Bluff, 6th & 7th Streets in Dubuque, Iowa.

TIMES:

- **Friday** August 1, 2025
  - Artist Check-in and Set-up: 3 PM - 6 PM
- **Saturday** August 2, 2025
  - Artist Check-in and Set-up, Breakfast Items Available: 8 AM - 10 AM
  - Art Fair Open to the Public: 10 AM - 5 PM
  - Artist Reception & Awards: 5:30 PM - 7:30 PM
- ● **Sunday** August 3, 2025
  - Artist Check-in, Breakfast Items Available: 8 AM - 10 AM
  - Art Fair Open to the Public: 10 AM - 4 PM
  - Teardown: Begins at 4:00 PM

## Booth Information

Accepted exhibitors are responsible for supplying all their own equipment for their booths. All tents must be weighted or staked appropriately for safety of the public and other exhibitors; all booths are located on grass. Most spaces have ample storage space to the rear of the booth space. **We CAN NOT provide vendors with tables, tents or chairs except in the case of Scholarship Artists.** Vendors are responsible for supplying all their own display items. This event is outdoors, rain or shine.

Sellers are responsible for the security of their booth and goods. DBQFest volunteers will be available to briefly watch booths as an exhibitor needs to take a restroom or other short break. Overnight security will be provided by DBQFest but exhibitors are strongly encouraged to have side panels on their tents to enhance security. DBQFest is not responsible for stolen or damaged artworks or other exhibitor belongings.

## Parking

On street parking around Washington Park is reserved for exhibitors to load and unload their work only during check-in and set-up times. After unloading, exhibitors should relocate to free artist parking and free overnight RV

parking that is available. This free parking may be limited and is on a first-come, first-served basis. Exhibitor vehicles should not remain in on-street parking immediately surrounding the park to ensure accessible patron parking through the fair's public hours

## Liability

All work will be displayed entirely at the exhibitors' risk. No liability is assumed by DBQFest, the Dubuque County Fine Arts Society, or the City of Dubuque. Overnight security will be provided. If exhibitors do not carry regular business insurance, short-term coverage can be purchased from Artists Crafters & Tradesmen Insurance, or ACT Insurance at <https://www.actinsurance.com/artists-insurance>.

## Accommodations

Exhibitors are responsible for their own accommodations. Overnight camping in Washington Park is not permitted. Visit Travel Dubuque at <https://www.traveldubuque.com/stay/> or call them at (563) 556-4372 or toll-free at 800-798-8844 for listings of campgrounds, hotels and other accommodations in the area.

## Legal

- Accepted exhibitors shall not sell any goods or services other than those described herein at and during DBQFest without the Art Fair's consent.
- Exhibitor booths shall not exceed 11' wide by 11' deep, and no taller than 15' unless granted special permission by DBQFest; shall be clean and orderly; and shall comply with all applicable laws and regulations.
- No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
- Exhibitor shall have access to Washington Park to sign in and start setup on Fri., August 1, 2025 no earlier than set up 3 PM - 6 PM. No early arrivals will be accepted. If Vendors arrive after 6 PM and the check-in booth is not staffed, the map can be used for Vendors to set up that evening. Sign in will start again at 8 AM on Sat. August 2, 2025. Show starts at 10 AM.
- Exhibitor will have up to 3 hours after the event's conclusion at Washington Park, Dubuque, Iowa to dismantle and remove all things brought to the location by Vendor. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
- Exhibitor hereby agrees to indemnify and hold harmless DBQFest, Dubuque County Fine Arts Society, and the City of Dubuque against any damages or claims that may arise in connection with Vendor's presence at the Event and Vendor's activities of any kind.
- Once accepted into the fair you have until 3 weeks prior to the event to cancel and receive a 50% refund of your vendor fee. Any cancellations in the 3 weeks leading up to the event will not be refunded. Please only accept entry if you are sure you will be able to make the event. If you cancel, you forfeit your spot in the fair and you are not permitted to sell or trade your space. We reserve the right to fill spots as we see fit.

## For More Information

Contact DBQfest Festival Director Ali Levasseur via email [director@dubuquefest.org](mailto:director@dubuquefest.org) – or visit our website at: [DBQfest.com](http://DBQfest.com)