

Pre-Registration Info

**ARTISTS MAY NOT KEEP INVENTORY ON THE MEDIAN
STRIP ACROSS FROM THE BOOTHS.**

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2023 Neptune Festival Art & Craft Show (1)

PRE-REGISTRATION INFORMATION

We are very excited about the upcoming show and looking forward to seeing you. Please keep this information for reference before you arrive and read it thoroughly. It will answer many questions.

We will conduct random ID verification and artwork compliance during the show. Please make sure you have your I.D. with you and that your booth contains only that artwork that was juried in.

Please be aware that there will be a couple of staff photographers at the festival. It'll be pretty obvious who they are. Additionally, there may be local media photographers/videographers. All of them are interested only in festival and art show activity, not specific artworks.

Show hours: Friday, 9/29, noon - 7, Saturday, 9/30, 10 - 7, Sunday 10/1, 10- 6.

Art & Craft Show Area: 21st St. – 31st St.

Oceanfront Registration: Noon - 6 p.m. on Thursday, 9/28 and 8 a.m. - noon on Friday, 9/29.

You must register before setting up. Photo identification is required. The original applicant and any collaborator listed on your ZAPP application must be present at registration—no exceptions.

Those not participating in the drive-on program may use their loading/unloading permit (in the registration packet) to park on designated stub streets, but NOT on the boardwalk. Do not block either the bike path or the boardwalk.

Directions to oceanfront registration: Take I-64 to I-264 to the oceanfront. The interstate will end and become 21st St. as you get near. Turn left onto Atlantic Ave. and travel three blocks north. 24th St. Park and the boardwalk will be on your right. Locate legal parking for your vehicle or park at your hotel and walk to our information tent on the boardwalk across from 24th St. Park. You may not begin loading into your space until you have registered.

Registration Packets: Your registration packet will contain a loading/unloading permit, nametag, booth placard, and other information. Block hosts will be on the boardwalk to assist you in locating your booth space. Your designated space will be marked with your name and booth number.

Drive-on registration: Noon – 3:00 p.m. on Thursday 9/28. Only the exhibitors who have already been notified of their acceptance into this program are permitted to drive directly onto the boardwalk to unload heavy items for 50 minutes **Your specific times and shifts will be emailed to you.** You must register when you arrive and you will be provided your permit at this time. Under no circumstances may your vehicle be on the boardwalk without the permit in the windshield and during the times stated.

Directions to drive-on registration: Take I-64 to I-264 toward the oceanfront. Take the Birdneck Rd. exit and turn right. Go to 19th St. and turn left. Turn right into the Sport Center event parking lot. You will see our registration tent and staff waiting for you. Do not arrive more than 60 minutes before your registration period. **The schedule and the route are not flexible**, so if you miss your assigned drive-on shift, your packet will be transferred to the 24th St. registration tent and you may register there.

****SUNDAY NIGHT BREAKDOWN—PLEASE BE CONSIDERATE. YOU MUST BREAK YOUR BOOTH DOWN COMPLETELY AND ONLY THEN SEE ONE OF OUR NEON-VESTED SECURITY GUARDS OR VOLUNTEERS TO GET PERMISSION AND A SEPARATE PASS TO DRIVE ONTO THE BOARDWALK FOR LOAD OUT.****

Space Description: Exhibition spaces are 10' x 10' and defined by the upright concrete posts on the boardwalk railing. Blocks and space numbers progress in ascending order from south to north. Spaces in the 2000's fall between 20th and 21st streets, spaces in the 2100's fall between 21st St. and 22nd St. If you set up in the wrong space you will be required to break down and relocate to the proper space. **DO NOT PLACE ANY ITEMS IN ANY PORTION OF ANY SPACE LEFT EMPTY BY A NO-SHOW. If you make this mistake, you will be required to pay \$425 for the space immediately.** In many cases, a space has been left empty in order to create corners, not by a no-show. We reserve the right to require removal or alteration of any portion of an artist's set-up interfering with or endangering others or negatively affecting the clean look of the boardwalk or this show.

Artists must supply their own displays, tables, chairs, etc. **Display and booth (including awnings) may not extend beyond 10' from the rail.** It is important that you contain your sales operation within your booth space. The Fire Marshall has really cracked down on events at the oceanfront and demands that there be enough space for emergency vehicles to travel safely on the boardwalk. You may put a chair across the boardwalk from your booth, but NO DISPLAY is permitted. **ADDITIONALLY, WE HAVE BEEN INSTRUCTED THAT NO INVENTORY IS TO BE KEPT ACROSS FROM THE BOOTHS.**

Artist Information Tent: Our NFAS artist support and registration tent is located on the boardwalk railing across from 24th St. Park. If you have questions or need help, you can always come to this location where volunteers will be stationed continuously.

Awards/Judging: A total of \$2,600 will be awarded as follows: \$750 First Place, \$500 Second Place, \$350 Third Place and five \$200 Awards of Merit. Awards will be given on Saturday of the show.

Our judge is Carrie Spencer, Curator of Education and Contemporary Art Exhibitions at the Hermitage Museum in Norfolk, VA. Carrie earned her MFA in Studio Arts from James Madison University and a BFA in Studio Art and BA in art education from ODU. She is an arts educator and a practicing artist and has taught at James Madison University and at Tidewater Community College.

Storage: Pods will be available at 22nd, 24th, 26th and 28th Streets to provide overnight storage for your artwork if you need it. The Pods are unlocked at 9:30 a.m. and locked promptly at 7:30 p.m. We provide them for your use, but handling and storage are at your own risk. Neptune Festival does not accept any responsibility for items stored there.

Security: The Festival will provide roving security beginning Thursday at 5 p.m. until Sunday at 6 p.m. Each exhibitor participates at his own risk and is encouraged to carry appropriate insurance. Neither the Neptune Festival nor the City of Virginia Beach are responsible for damage, loss or theft of an individual's artwork and each artist is required to sign and return to us an indemnity waiver (attached) prior to arriving at the show. We also remind you that this is a resort area and people are on the boardwalk and the beach 24 hours a day. It is important that you remove accessible artwork from your booth space each evening and store it safely elsewhere.

Restrooms: Public restrooms are located in the 17th and 24th Street Parks and at 30th St. near the boardwalk. Port-o-lets are located at nearly every block break, as well.

Identification: Your registration packet will contain your nametag and an exhibit placard. Please wear your tag at all times during the show. All placards are to be placed in your tent, easily visible at all times from the boardwalk. Exhibition officials, volunteers and prospective buyers need to recognize you. THERE WILL BE RANDOM ID CHECKS EACH DAY OF THE SHOW. KEEP PHOTO ID WITH YOU.

Weather: Rain, wind and high temperature are always possible, so you should be prepared. Rain here usually passes quickly. It is unusual to have weather that prevents the show opening, and it is only under extreme conditions that we would not open. We'll do everything we can to stick to our guidelines and to keep you informed. If in doubt about the status of the show in relation to the weather, please check the Neptune Festival web site for an update. In addition, emails will be sent to confirmed artists through Zapplication, and the information tent at the show will have updated information.

WIND Please make every effort to properly weight the front of your tent. Local tent rental companies will rent to you and can install proper weighting, but we suggest you call now, as there is a limited supply. Other options would be to provide your own very substantial weights (100 lb each front leg, rear of tent tied to boardwalk railing with ratchet straps), open the back of the tent to let air pass during windy conditions, and drop your tent closer to the ground at the end of the day.

Sales Tax Collection: Each exhibitor must collect the 6% sales tax required by the Commonwealth of Virginia (multiply your total sales by .06). A list of exhibitors has been provided to the Commissioner of the Revenue. You may pay your taxes through the channels you normally use, or go online to www.tax.virginia.gov, find the Retail Sales Tax section **Form ST-50** and file and pay online. We will also provide the form in your artist packet.

ARTIST RULES: The most important service we can offer you is fairness and consistency in administering our show policies. Please make sure you understand the following information.

Random ID checks and art compliance checks will be done during the show.

Your work will be checked against the jury images you submitted. Do not bring work for which you were not juried.

If you have any questions about the eligibility of any of the work you intend to bring to this show, please clear it up before you arrive. You may not bring to this show any commercially produced work, work done by someone other than you or you and your collaborator, or work that was not typified in your Zapp images. **THESE RULES WILL BE STRICTLY ENFORCED. IF YOU DIDN'T MAKE IT, DON'T BRING IT!** Also prohibited from the art & craft section of the festival: imports, buy/sell items, work created by anyone other than the applicant, commercially manufactured or embroidered work, tee shirts or other items with pressed-on decals, any work incorporating commercial decals or other commercial motifs (including sports and college), items made from kits.

Parking: A temporary unloading permit issued by the City of Virginia Beach will be in your registration packet. You will receive it on arrival and it is imperative that you write on it your name and phone number, hang it from the front mirror of your car and strictly observe the schedule. Municipal parking lots and garages are located at 4th St., 9th St. (both between Atlantic and Pacific Ave.), 30th. If you need large vehicle parking, let us know by email and we will find it for you. **OVERSIZED VEHICLE PARKING IS AVAILABLE ON THE GRAVEL LOT AT 4TH St. It's fine to leave the vehicle overnight, but please don't sleep there.**

Tent Rental: BE VERY SURE OF YOUR BOOTH SPACE WHEN YOU ORDER YOUR TENT.

Camping: Two places located 4 miles south of the boardwalk. Holiday Trav-L Park, 1075 General Booth Blvd., (757) 425-0249 and Virginia Beach KOA, 1240 General Booth Blvd., (757) 428-1444.

Commercial Section of Festival (Marketplace): This is just a reminder that there is a commercial vendor section of the festival (not part of the art & craft show) called "Neptune's Marketplace" which runs south of 19th St. on the boardwalk.

Zapplication has an online gallery. All our participating artists are included in it, although you may opt out by going to your Zapp page. The link is published on our Neptune Festival web site and in the 80,000 printed festival guides. Here's the link: <https://www.zapplication.org/event-gallery.php?>

NEPTUNE FESTIVAL ART & CRAFT SHOW

DRIVE-ON PROGRAM SHIFTS & INSTRUCTIONS

THIS IS NOT AN OFFICIAL PERMIT.

This tightly orchestrated program will get you onto the boardwalk and to your booth space as for offloading, not for setting up. It is your **ONLY** chance to do this and **ONLY** as assigned below. Please do not arrive more than 60 minutes before your shift is to leave the parking lot for the boardwalk. Volunteers will assist you in registering and lining up for the drive to your booth space.

Directions to the drive-on registration site: From the interstate, turn right onto Birdneck Rd. at the exit. Take the first left turn onto 19th St., right turn into the Sport Center event parking area (1045 19th St.). You will see our tent ahead. Register quickly. You will receive instructions so you will leave in perfect order by block/space number.

If you miss your shift, your artist packet will be taken to our boardwalk registration tent at 24th St.

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1st Shift, YELLOW Permit (Spaces 2801-3026) Register 12:00-12:45 so you can line up and drive off no later than 1:00. Follow the escort car to the boardwalk connector and proceed north to your booth. You'll have 50 minutes to offload and must be ready to leave then without fail. **Drive off at 33rd St.**

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2nd Shift, BLUE Permit (Spaces 2501-2730) Register 1:00 - 1:45 so you can line up and drive off no later than 2:00. Follow the escort car to the boardwalk connector and proceed north to your booth space. You will have 50 minutes to offload and must be ready to leave then without fail. **2501 – 2623 drive off at 27th St. 2701 – 2730 drive off at 33rd**

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3rd Shift, PINK Permit (Spaces 2101-2319). Register 2:00 - 2:45 so you can line up and drive off no later than 3:00. Follow the escort car to the boardwalk connector and proceed north to your booth. You will have 50 minutes to offload and must be ready to leave then without fail. **2101-2124 drive off at 22nd St.. 2201 – 2319 drive off at 24th St. behind the stage.**

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At close of show on Sunday, you must completely break down your booth first, then see one of our neon yellow-jacketed volunteers to get permission and a separate pass to drive on and load out.