

# AFFPS EVENT POLICIES: ARTISTS

## APPLICATION

Each event requires a complete application per artist, per category. Whether you apply by mail or via Zapplication.org, every event has an application deadline. Application fees help cover the cost of the jury and administrative expenses and are not refundable.

## JURY PROCESS

Each event has a jury comprised of artists. Each event has a different jury every year. Jury members review only the completed applications submitted. The jury is unbiased when scoring the merit of the application. When the jury is complete the results are presented to the director who then notifies the selected applicants. AFFPS does accept supplemental documentation for an application (new photos, etc.)

## NOTIFICATIONS

Notifications are distributed via email to all applicants at the following times:

- When the application is received
- After the jury meets and artist statuses are determined
- When a booth fee payment is made and a participant is confirmed
- When the Wait List is activated (to wait-listed artists only)
- When Booth Assignments become available
- When check-in instructions become available

## WAIT LIST

Wait Listed Applicants are ranked within their category. Wait Listed or late applications will be reconsidered after the deadline for invited artists to confirm. If spaces are not available within a specific category, Wait List status is changed to "Not Invited." Artists called from the Wait List will have approximately 5 business days to confirm participation or while spaces are available.

## CANCELLATION POLICY

Confirmed participants may cancel up to 30 days prior to the event by sending an email to [info@affps.com](mailto:info@affps.com) to receive a full booth fee refund. After the 30-day time limit has expired booth fee refunds are not available. Special consideration to refund a booth fee may be granted on a case by case basis with written documentation of the situation.

## EVENT REQUIREMENTS

- All artists are required to use a white top tent and weights per the AFFPS compliance policy. Artists may not set up without a white tent and adequate weights.
- AFFPS limits the number of participants to one artist and one helper per booth.
- The artist must be present. All work displayed must be made by him or herself (no designers, no agents, no resale).
- AFFPS strives to have a cohesive, inclusive environment for all participants. AFFPS reserves the right to remove any artist that is found to be disruptive or malicious. Such behavior will not be tolerated before, during or after any event.