

# Artist Application Deadline is May 17th



July 19th, 2025  
10:00am – 5:00pm  
Historic Downtown  
Willoughby

Artist name \_\_\_\_\_  
(as it will appear in program)  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email address \_\_\_\_\_

Payment Method (Circle one): Credit Card    Check  
(Credit card payments will be charged \$220 and refunded via check of \$200 if not selected)  
Credit Card Number: \_\_\_\_\_  
Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

## ENTRY FEES

Non-refundable Jury Fee - \$20

Booth Space Fee - \$200 or Double Booth - \$400

### Preferred Booth Location (PICK ONE)

- Main Street    Wes Point Park (grassy park setting) location  
River Street    Euclid Avenue    no preference

Have you participated in the Willoughby ArtsFest before?    YES    NO

### Applications/entries must be postmarked by May 17, 2025

**\*\*PLEASE NOTE:** While the ArtsFest planning committee will make every effort to accommodate specific artist booth requests, a request for the same booth space does not guarantee that artist will be assigned that booth. Because of the variances in the number of artists that apply, the number of artists in each category and the changes in the booth layout from show to show, we will assign artists booths at our discretion.

## ENTRY REQUIREMENTS

- Artists must submit three (3) high quality digital photos (800 x 600 pixels, JPEGs or PDF files) depicting their finest NEW WORK (2024-25) to be exhibited and one (1) photo of current display booth. Digital photos can be submitted on disc/ drive by mail to the Chamber office with the application or electronically by email to: info@wwlcchamber.com. **Artist and Company Name MUST appear on the disc/drive or in the email that contains the digital photo files.**
- Artist agrees that, if accepted, submitted photos (with name included) may be used in promoting the event on social media, print advertisements, or the Willoughby ArtsFest website: willoughbyartsfest.com
- A short step-by-step explanation of the artistic process you perform in creating your art, no autobiographies. Please indicate what, if any, materials or aspects are not created by your hands.
- Failure to follow the above criteria will result in submitted work NOT being considered.

• Exhibitors are responsible for their own setup, tables, chairs, tents, etc. ArtsFest will be held rain or shine...so please be prepared. City of Willoughby officials have the right to cancel the event due to safety issues without advanced notice.

### ART CATEGORIES

(Choose ONLY ONE, your selected category will be the basis for judging)

Painting + Drawing + Printmaking  
(2-D, Fine Art works of original design)

Photography + Digital Art  
(2-D, original Photography or Digital works of original design)

Jewelry + Metalworks  
(original, 3-D Artisan works)

Sculpture + Ceramics + Glass + Wood  
(original, 2-D or 3-D Fine Art/Artisan works)

Fiber/Leather + Mixed Media + Collage  
(original, 2-D or 3-D Fine Art/Artisan works)

Please list an approximate price range of items you wish to sell at this event:

\$ \_\_\_\_\_ to \$ \_\_\_\_\_

Other Comments: \_\_\_\_\_

I hereby submit this application for space at the 2025 Willoughby Western Lake County Chamber of Commerce ArtsFest, to be held on Saturday, July 19, 2025.

I have read and agree to all application information, and verify that the artwork shown in my photos are my own work or design. I also agree to waive all claims against the Willoughby Western Lake County Chamber of Commerce, the City of Willoughby, the ArtsFest committee, members, volunteers and others associated with the event for any loss or damages.

My signature to this application further attests that I have carefully read, accept, and agree to abide by all of the Artist Terms & Conditions that are part of this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please apply online at willoughbyartsfest.com, email your completed form to artsfest@wwlcchamber.com or mail your completed, signed application, a drive with juried photos if applicable and two (2) separate checks; (1) for the jury fee, and (1) for booth fees made payable to WWLCC ArtsFest or included CC information to:  
Willoughby Western Lake County Chamber of Commerce  
28 Public Square  
Willoughby, OH 44094



July 19th, 2025  
10:00am – 5:00pm  
Historic Downtown  
Willoughby

Historic Downtown Willoughby, in the hub of Lake County, is located 20 miles east of Cleveland and easily accessible from both State Route 2 and Interstate 90.

2025  
Awards  
Structure

Best of Show  
\$500.00

4 Best of Category  
\$100.00

In previous years, the Willoughby ArtsFest has attracted over **10,000** people from a 50-mile radius including Lake, Geauga, Cuyahoga, Ashtabula and surrounding counties. Willoughby ArtsFest 2025, you won't want to miss it!

Need More Information?

If you have any questions or need further information, please contact the Willoughby Western Lake County Chamber of Commerce office at 440-942-1632, via the website at: [www.wwlcchamber.com](http://www.wwlcchamber.com), or by e-mail at: [artsfest@wwlcchamber.com](mailto:artsfest@wwlcchamber.com), and a member of the ArtsFest Committee will get back to you as soon as possible.

Follow Willoughby ArtsFest online at [WilloughbyArtFest.com](http://WilloughbyArtFest.com)

**Hurry, the closing date for registration this year is May 17th, 2025**

Thank you for applying to the Willoughby Western Lake County Chamber of Commerce annual ArtsFest! This is a "Juried" event, meaning that a panel of Jurors will review your application and your artistic process to determine acceptance. We do this because we desire the ArtsFest to be a high quality event, and differentiate it from the typical craft or flea-market style shows. **Therefore, your "process" is important because we focus on selecting artists that make and create their artwork mostly themselves rather than buy, assemble, or resell the work of someone else.** You will be juried on the single category that you have indicated on your application and will be based on your process, originality, creativity and quality of the artwork. Our committee of Jurors vary from year to year, therefore your acceptance may also vary as well, regardless if you were selected for prior year events. All decisions made by the Jury are final and there are no exceptions.

The ArtsFest takes place on the main streets in downtown Willoughby, Ohio. Consequently, we are very restricted to space, City & utility ordinances, Police & Fire regulations, hours of operation, traffic flows, parking, etc. Due to all of this, we have created the following "Terms & Conditions" which are a set of rules we require our selected artists to follow so that this event can operate as smoothly and efficiently as possible, and as a courtesy to all of the ArtsFest Volunteers, City/Police/Fire personnel, and Artists that make this event possible.

**VIOLATION OF ANY OF THESE TERMS & CONDITIONS IS GROUNDS FOR NON-ACCEPTANCE TO NEXT YEAR'S EVENT. A SECOND VIOLATION WILL AUTOMATICALLY ELIMINATE AN ARTIST FROM ALL FUTURE EVENTS.**

Thank you for your cooperation regarding these matters.

**IT IS IMPORTANT THAT YOU BRING THIS PACKET WITH YOU THE DAY OF THE EVENT.**

## Artist Terms and Conditions

- Artists will be charged a \$50 fee for any NSF “bounced” check, and be required to submit a cashier’s check or money order to cover the Jury and/or booth fees affected. NSF fees, not paid within one week of notification, will result in rejection from the event.
- Booth space is limited to a 10' x 10' area. Artists with large displays can purchase multiple adjacent booths to display their artwork, etc. Tents must be white. Artist may NOT go beyond the designated booth space.
- Use of any sidewalk on Erie Street for storage of artist’s supplies, chairs, etc. is forbidden. Sidewalks are the property of the Willoughby Merchants.
- Once an Artist is accepted, booth fees are non-refundable (No Exceptions).
- Artists will be notified upon conclusion of the meeting of the jury the second week of June. An email with the information identifying your booth number, setup time, specific instructions for street entry and parking, along with other pertinent information will follow 2-3 weeks prior to the day of show.
- Traffic flow and parking is an issue because there is a local church festival and a Willoughby Farmers Market going on at the same time as the ArtsFest. We all share the same streets, therefore it is important that each Artist follow our entry and traffic flow instructions, and only park in the designated parking areas outlined in your packet.
- All of our ArtsFest Volunteers have scheduled duties to perform at specific times. Do not arrive earlier than 7 AM. Artists will not be allowed access to entry streets or booth areas until the Volunteers have completed their duties. Artists that arrive early will interfere with Volunteer duties and cause traffic problems for everyone. These Artists will be sent away and asked to come back later.
- Artists, please be sure to follow our packet directions and only enter at your designated street. Signs will be at each entry street displaying which booth numbers are allowed to enter there. Volunteers will also be at each entry street to help direct Artists to their booth in an organized way. Please listen to the instructions of our Volunteers. Artist trying to enter the wrong street will be re-directed. Those artists that have passed their designated entry street will be asked to go around the block and re-enter on the proper street. So please review your instructions ahead of time and be prepared the day of the event.
- Artists may not move or pass through any Police street barrier without the approval and guidance of an ArtsFest Volunteer. This is to ensure that all previously scheduled Volunteer activities have been completed and that Artists are entering at the proper street at the proper time.
- Additional Volunteers will direct Artists to their exact booth location. Booth setup needs to be done in a timely manner and as quickly as possible as a courtesy to the other Artists. Cars/vans/trucks/trailers should be unloaded and moved to the designated parking areas before tents are assembled. We request that setup be performed this way because of time constraints, and to minimize traffic bottlenecks. Those Artists that require “extensive” unloading time should mark their applications in the comment section stating the reason for such and we will assign you a booth location that would better accommodate you and minimize traffic flow bottlenecks. Plan on bringing assistants to help with the unloading and setup operations if possible.
- There is no guarantee that an Artist will get the same booth/spot that they had in a previous year, but we will do our best to provide this when requested. Booths are limited and assigned by the ArtsFest committee on a first come, first served basis.
- Artists will NOT be allowed to switch booth locations the day of the event, even if there are Artist no-shows or open spaces.
- The Artist can only sell artwork within the same category that was entered on their application form. No other type of artwork, item, or product can be sold along with them.
- There are no guarantees on the amount of sales any Artist will make.