

Allaire Village, Inc. With the Art Society of Monmouth County

PROSPECTUS

“Allaire through the Artist’s Eye”

The Historic Village at Allaire
Enameling Building (Also known as the Arthur Brisbane Continuing Education
Center)
4263 Atlantic Avenue
Farmingdale, NJ 07727

Receiving of art: Friday, September 19, 2025, 2pm-5pm, Saturday September 20,
9am-10am

Exhibit dates Saturday, September 20 – Sunday, November 23, 2025
Exhibit is open during The Historic Village at Allaire’s business hours, 11am to
4pm, Fridays, Saturdays, and Sundays

Online registration is required. Registration begins on Wednesday, 8/13/2025, and
ends on Friday, 9/12/2025.

This Exhibit will feature artwork displayed at the
***Enameling Building at the Historic Village at Allaire, located within Allaire State
Park.*** Artwork may also be featured on our Facebook, Instagram, and other social
media websites.

This Exhibit is open to the public; an entry fee will be assessed. **This Exhibit will be
judged.**

EXHIBIT REQUIREMENTS

- Artwork must relate to or feature Allaire Village in some way. Artworks may be created during any year.
- The following categories will be accepted Oils, Acrylics, Watercolors, Pastels, Photography, Mixed Media/Other(including digital artwork), Drawing
- **Online registration is required, beginning 8/13/2025 on the Allaire Village website and will end on 9/12/2025 at midnight.**
- No age limit on completing the art
- Up to two entries per artists
- Only the first 50 artworks will be accepted
- The artwork may be for sale or not for sale. The sale price should be based upon the matted and framed work and submitted with the artwork. Allaire Village will contact artists if parties are interested in buying works.
- No nudes, political statements, or artwork otherwise deemed inappropriate will be accepted.
- The artwork represented in your submitted file must be an original work by artist. No AI-generated artwork will be accepted.

- Artists are encouraged to insure their works, Allaire Village is not responsible for damage or loss of artwork during the exhibit.
- Exhibit physical-entry restrictions; works exceeding 24"x 30" or in excess of 20lbs will not be accepted.
- A 15% commission to Allaire Village will be collected for works sold as a result of the Exhibit. Sales Tax remittance is the responsibility of the artist. Inquiries for the purchase of art will be made to the Museum Collections Manager's email: fbennett@allairevillage.org. The artist will be contacted and connected with the potential buyer.
- By applying to the show you are agreeing to our terms and conditions.

DROP OFF ARTWORK Friday, September 19, 2025, 2pm-5pm, or Saturday September 20, 9am-10am

Prior to traveling to The Historic Village of Allaire, please check our website for any potential closure. Prior to dropping off your artworks, please fill out and print a "BACK LABEL"; A tag number (TAG #) will be provided on Receiving Day that will identify your works for judging.

END OF SHOW PICK-UP

At the conclusion of the exhibit at the Historic Village of Allaire, all artworks must be removed following the reception Sunday, November 23rd, 1pm to 3pm. If you cannot do this yourself, please arrange to have it removed.

The following six steps are involved in the submission process:

The application is hosted on google forms and is available on our website allairevillage.org under the "Vendor Applications" tab at the top of the page. Please make sure you read all rules and steps carefully prior to submitting your application.

Step 1 – ARTWORK PREPARATION

Select your photographs taken with a camera or cell phone. Avoid glare, reflections and distortions.

Save as JPEG or PNG files on your device.

Select up to three (3) files of each of the works to be entered.

- Mobile phone photographs are acceptable.
 - Rename your image file
 - Select a Medium Code for the file:
O = Oils; A = Acrylics; WC = Watercolors; PA = Pastels; PH = Photography; MO = Mixed/Other; DR = Drawing
- Required Information for File Name:
"Medium Code_Name Last_Name First_Title"
Example: "PH_Smith_John_My Old Homestead"

Notes:

- During on-line submission, you will be asked to provide the dimensions: height (H) and width (W), both in inches, of the unframed artwork and the cost to a buyer to purchase

the artwork. Include any additional comments, such as: type of frame & matting available, cost options.

- By submitting image files to the Allaire Village, you are granting permission for these files to be utilized for promoting shows and exhibits sponsored by the Allaire Village. It is further understood that the Copyright for said files remains with the submitting artist.

Step 2 – ARTWORK ENTRY

At this point in the Exhibition Submission Process, please make sure that you understand the requirements regarding entry, payment and what information you will receive from the Allaire Village and Clover.

Note: the following addresses should be placed into your e-mail address book, to prevent the confirmation from ending up in your SPAM

folder **fbennett@allairevillage.org** and **noreply@clover.com**.

You are now ready to register.

- The mandatory online registration period is from Wednesday August 13th – Friday September 12th, 2025.

- Please note that Steps 3, 4, and 5 are what to do after you register, and Step 6 refers to the End of Exhibit Pick-Up.

- To register, go to the bottom of this Prospectus and **click {Submit}**. The application is also available on our website allairevillage.org under the “Vendor Applications” tab at the top of the page.

Step 3 – ENTRY FEE PAYMENT

TO ENTER THE EXHIBIT, YOU MUST PAY A \$10 ENTRY FEE FOR the first artwork and \$5 for An Additional WORK SUBMITTED.

Payment Option 1 - Pay with Check (no cash accepted):

- Make check out to Allaire Village; Memo “**Allaire Art Show Case**”

- Mail check IMMEDIATELY to:

Allaire Village Inc,

3rd Door Visitor Center

Attn: Felicity Bennett

4263 Atlantic Avenue

Farmingdale, NJ 07727

- You will receive an email from or contacted by Allaire Village if your check **has not been received**.

Payment Option 2 - Pay using Credit Card:

-After submission, you will receive an invoice from our credit card purchasing provider, **CLOVER**.

-Payments can be made by clicking the secure link sent by Clover or by calling the Allaire Village office, (732) 919-3500. **DO NOT** leave your credit card information on the voicemail.

Entry fees are non-refundable.

Step 4 - CONFIRMATION OF SUBMISSION

Once you complete the Exhibition Submission Form in Step #2, you will receive an acknowledgment that your submission has been received as well as an invoice from Clover. After payment has been received you will also receive an acknowledgment of payment. We will notify you before the show if we did not receive payment. If you do not receive a conformation of either submission or payment, contact Allaire Village at fbennett@allairevillage.org. **If we do not receive payment you prior to the show your work will be disqualified.**

Step 5 – DROP OFF ARTWORK

The receiving for “**Allaire through the Artist’s Eye**” will be Friday, September 19th between the hours of 2pm – 5pm, at the Allaire Village Office located in Allaire Museum and Rowhouse, at The Historic Village at Allaire, located within Allaire State Park, 4263 Atlantic Avenue, Farmingdale NJ 07727. If you cannot attend the first receiving a second one will be held Saturday, September 20th between the hour of 9am – 10am at the Enameling Building. Please contact Allaire Village if other arrangements need to be made.

- **Prior to dropping off your works, please print and fill out a “BACK LABEL” for each work entered. TAG #'s will be provided by the Receiving Team.**
- **Prior to travelling to The Historic Village at Allaire, please check our website or social media for any closure of the village <https://allairevillage.org>**

Step 6 – END OF EXHIBIT PICK-UP

At the conclusion of “**Allaire through the Artist’s Eye**” at the Enameling Building, all artworks must be removed following the reception on Sunday, November 23rd at 1-3pm; **(take down from 3-4pm.)** If you cannot do this yourself, please make arrangements to have it removed.

To Register Click {[SUBMIT](#)}

**AVI RESERVES THE RIGHT TO DISQUALIFY ANY ENTRY THAT DOES NOT
ADHERE TO THE RULES.**

Please note that while we are located within in Allaire State Park, Allaire Village, Inc. is a separate 501(c)(3) nonprofit organization. Our hours of operations and closures may differ from those of the State Park.