



Holiday Bazaar

The Lodge at Jackson Hole Conference Center
Saturday, December 9th, 2017
9am to 4pm

Guidelines & Regulations

- ❖ Submit your application, a completed contract and application fee to the Art Association **PO BOX 1248 JACKSON WY 83001**. Acceptance is granted on a first come/first come basis. You will be notified of participation by **Wednesday, October 25th, 2017**
- ❖ Booth assignments and check-in day information will be sent by **Monday, November 20th**.
- ❖ Booth Space is 8' wide x 8' deep
- ❖ Booth requests will be honored, not guaranteed.
- ❖ Booth displays must be free standing, secure and not over 8' tall.
- ❖ Absolutely no covered canopy frames allowed.
- ❖ Table coverings are required but are not provided.
- ❖ An application and contract is needed for each person/organization selling work in the booth.
- ❖ If you create work collaboratively, additional paperwork is not required.
- ❖ Payment is required with application in order to secure your space (make checks payable to the Art Association).
- ❖ Artists must be present for the duration of the show.
- ❖ Sales representatives are not allowed.
- ❖ All items must be hand crafted by the artist.
- ❖ No imported or manufactured items allowed.
- ❖ If you are **selling food** of any kind, you must inquire **and apply with the Teton County Health Department for a Temporary Food License more than 2 weeks prior to the event**.
- ❖ Load-in will be via the front entrance and side entrance to the main ballroom
- ❖ Artist Booth Fee: \$150
- ❖ Shared Booth Fee: \$90 per person if sharing booth between two artists
- ❖ Corner Supplement Fee: \$25 (first come first serve)
- ❖ You must provide your own table and chairs
- ❖ All payments will be deposited when received.

Application (PLEASE COPY and retain a second copy for your files.)

Name _____ Business Name _____

Partner _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (day) _____ (eve) _____

E-mail _____ CHECK # _____ Amount _____

Visa/MC/AMEX# _____ Exp: _____

Website: _____ Social Media Links: _____

Category of work _____ -or- What you will be selling _____

All items must be hand crafted by the artist who agrees to be present during the entire show.

No buy/sell, no reps and no imported or manufactured items allowed. For example, if you are selling gift baskets, all-inclusive items (gourmet foods, etc.) must be made by you, the artist.

If you meet these guidelines, please sign below.

"I hand craft all of the work I intend to exhibit. I will not be selling imported or manufactured items at the Christmas Bazaar. I will be present during the event and will begin to break down no earlier than 4:00pm."

(Artist's Signature)

BOOTH FEE CHECKS & CREDIT CARD PAYMENTS WILL BE PROCESSED IMMEDIATELY. A CONFIRMATION OR DECLINATION LETTER WILL BE EMAILED TO WHEN APPLICATION IS RECEIVED.

8' x 8' space \$150 (You must furnish tables and chairs, they are NOT provided)
\$ 90/Person (if you are sharing a booth with another artist creating their own work)
\$25 corner booth supplement fee (must be pre approved)

EACH INDIVIDUAL PARTNER MUST FILL OUT & SUBMIT A SEPARATE APPLICATION & CONTRACT!

Are you sharing? **YES / NO** With whom? _____

Again, a separate application & contract is required for each individual participating!

OFFICE USE:

Applicant #

Booth #

Check-in

\$ Amount

This contract identifies the rules and responsibilities of all exhibitors participating in the Art Association Holiday Bazaar. Please read, initial all sub-headings, sign, and **return or email artfair@artassociation.org with your application submission. IF YOU ARE NOT ABLE TO ATTEND THE BAZAAR FOR ANY REASON, THE LAST DAY TO CANCEL FOR A 90% REFUND IS NOVEMBER 15th, 2017 after this date ZERO REFUND.**

I. Set-Up, Tear Down, Loading and Unloading _____ (initials)

Exhibitors must set up during their unloading time only. Early setup, including the night prior, will not be allowed under any circumstances. This time is designed to allow a certain number of vehicles to quickly drop off during each load-in timeslot. Please do not be early or late. Unload your vehicles and move your car away from the loading area to the Gun Barrel parking lot area promptly, for the next group of artists. You may set-up your booth space after you have moved your car.

Tear down may begin at any time after 4PM. Exhibitors must not close their booths or pack up before this time. **Exhibitors must clean up booth space of all trash and blue marking tape.** The Art Association will supply trash bags to help with proper disposal. All trash can be brought to nearby trashcans.

II. Display _____ (initials)

Booth sizes are approximately **8'W x 8'D**. No covered canopy frames are allowed. Exhibitors must furnish their own booth displays, tables, chairs (**unless specifically reserved via the Events Director**), which must be free standing, secure and not over 8' tall. You are responsible for liability and personal property insurance.

III. Artwork _____ (initials)

Art or craftwork must be original, designed and produced by, or under the direct supervision of the exhibiting artist or artists. **Absolutely no imported, commercial or mass produced products allowed. If you do not fit the criteria of our show rules, then you must not apply.** Exhibiting artists must be present during the entire day.

IV. Artists Sales and Tax Collection _____ (initials)

No financial services will be provided. Artists are responsible for their own sales and for collecting 6% Wyoming Sales Tax. Artists must complete and mail in the sales tax forms, which will be provided at the bazaar, within 30 days of the show. The State of Wyoming maintains a list of all artists exhibiting in the show and is requesting SSN's. Artists who fail to report sales tax will be liable to the State of Wyoming and not permitted into future shows until all accounts are current. Wyoming artists who have a Wyoming Tax number may file with their annual or monthly reporting. Tax payments must be check or money order and made payable to the State of Wyoming. Send payments to the address printed on the tax forms. Questions should be directed to Brian Way, brian.way@wyo.gov.

Exhibitors display all works at their own risk. The Art Association is not responsible for damage, theft, or loss of an exhibitor's property, or personal injury resulting from participation in the Bazaar. The Art Association reserves the right to remove any exhibitor for violation of any aforementioned 2017 Exhibitor Contract regulations.

I, the undersigned exhibitor, have read and understand the above 2017 Exhibitor Contract and agree to its contents:

NAME: _____
(Please print)

SIGNATURE: _____

EMERGENCY CONTACT AND PHONE NUMBER: _____

YOUR BOOTH CANNOT BE RETAINED WITHOUT THIS SIGNED CONTRACT.
Please return with your application and fees to the Art Association of Jackson Hole. Mailing: PO BOX
1248 Jackson WY 83001 Physical: 240 S Glenwood Jackson WY 83001

Questions? Contact Molly Fetters, Events Director, artfair@artassociation.org or call **307-413-8592**