



Holiday Bazaar *Rules & Regulations*

1. **THIS SHOW IS FOR LOCAL & REGIONAL ARTISTS* ONLY**. The artists holding a booth must be present. No stand-in exhibitors or sales representatives.

LOCAL ARTIST STATEMENT OF RESIDENCY*

Policy: The Art Association extends local status to artists living within an 80-mile radius of Jackson, Wyoming.

Criteria: *People who reside in two places, or those who commute part of the week, are considered residents of the place where they spend the most time.* The State of Wyoming adds the concept of domicile to further clarify who is considered a legal resident of the State. A domicile refers to that place where a person has a true, fixed, and permanent home to which, whenever absent, the person has the intention of returning. A person may have more than one residence, but only one domicile. To be considered a legal resident of Wyoming, a person must have domiciled within Wyoming for a period of not less than one year and not claimed residency elsewhere for any purpose during the one year period.

2. Artwork must be original, designed and produced by, or under the direct supervision, of the exhibiting artist. No mass-produced or buy-sell artwork or products. Only artwork that is representative of the photographs submitted may be displayed.
3. No buy/sell, no reps, and no imported or manufactured items allowed. For example, if you are selling gift baskets, all included items (gourmet foods, etc.) must be made by you, the artist. 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.
4. Artists must let employers know they are exhibiting in the *Holiday Bazaar* if artwork is sold in a local gallery or business.
5. Single booths in the Grand Teton Ballroom are \$175. Corner booths are available on a first come, first served basis as the Booth Preference Google Form is received. Corner booths in the ballroom are \$200. Premiere booths in the Mezzanine are \$225. The Art Association will issue invoices to be paid online by credit card, over the phone, or by check. You will receive an invoice by email after your Booth Preference Google Form has been submitted. You will only be considered 'confirmed' for the *Holiday Bazaar* once your booth fee payment has been received.
6. Booth spaces are 9 feet wide by 5 feet deep. All booth spaces have storage on the right or left of the booth space; there is no storage behind - some booths back into each other. Snow King Resort Hotel will provide each exhibiting artist with one 6 foot table and one chair. Exhibitors must furnish their own table space and displays. Neither the Art Association nor Snow King Hotel is responsible for providing any booth space furnishings. Displays may not be taller than 6 feet and must be kept within the space you are assigned. Exhibiting artists are not allowed to make any changes to the Snow King Resort Hotel ballroom or mezzanine: this includes, but is



not limited to, removing paintings from the wall, rearranging existing furniture, or blocking egresses. Access to power is limited and will be assigned first come first served in order of the Booth Preference Form submission time. No “price reduced” or “Sale” signs allowed.

7. Unloading and set up is on Friday, December 2 by assigned time. Artists must bring their displays and work from the front of the Snow King Resort Hotel up to the 2nd floor where the Holiday Bazaar is held. Artists are responsible for bringing their own cart, wagon, dolly, or other device to transport their items. Neither the Art Association nor the Snow King Resort Hotel is responsible or able to help artists unload or carry their items to the 2nd floor. There are 3 stairs that are mandatory; an elevator above the first 3 stairs in the lobby can take artists to the 2nd floor. If you are unfamiliar with Snow King Resort Hotel and/or have mobility issues, the Art Association strongly advises you to visit the hotel before submitting your application to be sure you will be able to set up safely.
8. Booths must be open for business during the advertised fair hours: Saturday, December 3, 2022 from 9am - 4pm.
9. Exhibitors display all works at their own risk. The Art Association is not responsible for damage, theft, or loss of an exhibitor's property and/or personal injury resulting from participation in the *Holiday Bazaar*. All exhibiting artists are responsible for personal and liability insurance. The Art Association recommends ACT Insurance.
10. All sales will be made directly through exhibiting artists. No wifi or sales platform services are provided by the Art Association or the Snow King Resort Hotel. Please plan accordingly.
11. Exhibitors will be responsible for collection of 6% sales tax on all sales. The State of Wyoming will provide tax forms to be completed and returned within 30 days of the event for those who do not file regularly. Those with a WY tax ID can file regularly.
12. The application fee is non-refundable. The last day to request a refund for a booth fee payment is November 17. Refunds requested after this date may be made at the discretion of Art Association staff and are in no way guaranteed. Refunds may be subject to a 10% administrative fee.
13. Teardown can begin only after the *Holiday Bazaar* has closed at 4pm. Exhibitors are responsible for cleaning up their own space after the event.
14. The Art Association reserves the right to remove any exhibitor for violation of any regulations.

Contact

Jennifer Lee
Director of Finance & Operations
jenlee@artassociation.org 307-733-6379, x8