



Rules and Regulations

Acceptance of Offer to Exhibit

An artist who is selected by the jury and accepts our invitation to exhibit has implicitly agreed to AFJH's terms and conditions as set forth under the Rules/Regulations and Legal Agreement.

Acceptance notifications will be sent on April 22, 2025. All artists must accept their invitation and remit the booth fee by May 9, 2025.

Cancellations & Fee

- All cancellations must be received in writing via email or mail.
- All cancellations are subject to an administrative fee of 10% of the previously confirmed booth fee.
- No refunds will be issued after May 9, 2025.

Booth Fee Payments

Payment Process

Booth fee payments will be processed by the Art Association of Jackson Hole. Exhibitors invited to participate in AFJH will receive an email with additional information on booth selection. Once you select your booth you will be charged for the booth through Eventeny. All payments must be received no later than May 9, 2025. Failure to respond by the deadline may result in the revocation of the invitation.

To avoid paying the credit card processing fee through Eventeny:

- Email your preferred booth selection to me. JenLee@artassociation.org
- I will assign the booth in the system and provide confirmation.
- Then, you may mail a check to the Art Association using the following address:

**Art Association
Attn: Art Fair
PO Box 1248
Jackson, WY 83001**



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OF JACKSON HOLE

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APPLICATION PROCESS

A. Agreement

Before applying, please ensure your work meets the following criteria. By applying, you agree to abide by the rules, policies, and decisions of AFJH.

Submission of this application is regarded as a commitment to exhibit and to adhere to the aforementioned rules set forth in this application.

An Art Association staff member will visit participating artists' booths periodically throughout the fair to ensure compliance with the rules. Artists will be required to remove any work that is not in compliance. Persistent violations of the rules may result in expulsion from the Fair and ineligibility for future fairs.

B. Application

- A single application representing multiple bodies of work in the same material must proportionately reflect what the artist intends to exhibit at the show. For example, if one type of work will predominate in the artist's display, it must predominate in the images that are submitted. The images must proportionately reflect what the artist intends to exhibit at the show.
- Artists wishing to exhibit work produced in more than one media category must apply in both media categories. Only one application may be submitted per body of work represented. Multiple applications must represent either work in different media categories or distinctly separate bodies of work within one category.
- No advantage is gained by submitting multiple applications for the same body of work in multiple categories. If one application is accepted and another is waitlisted, the waitlisted work may not represent more than one-third of the entire booth. Once the artist's number on the waitlist is reached, the artist may include the wait-listed work in their booth in any proportion.



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C. Jury

Applications are reviewed in a blind jury process. Artists must adhere to the following guidelines to be eligible for the blind jury:

Do not submit applications with identifiable information such as

- booth photos with artist or business names and/or the artist visible,
- photos of artwork with visible signatures,
- artist or business names in the artist statement

Applications that include identifying information will be rejected.

Five (5) digital images are to be submitted for each individual media category entered by the artist.

Image quality is of the utmost importance.

- Consider whether your images show your work clearly and to an advantage.
- The images must accurately represent the body of work to be exhibited at AFJH.
- Four (4) images, numbered respectively #1 - #4, must be of individual pieces of work.
- Image number #5, must be of the booth display of the artist's work, showing overall continuity and presentation of your current body of work. The fifth image is mandatory. If a booth image is not available you may submit an image taken of a grouping of works representative of the works to be exhibited at the show.

The purpose of the booth image is to ensure that the artist has a complete body of work that is represented in the first 4 images as well as in image #5. It also helps identify the scale of the artist's work as well as presentation.

D. Artwork

1. Originality

- Artwork must be original and designed and produced by, or under the direct supervision of, the exhibiting artist.
- All work must be for sale.

2. Artist Presence

- Artists must be present with their work for the entire three days of the fair.
- In the case of collaborative work, each collaborator must be present.
- Representatives may not attend in place of the artist.
- All artists must check in at Fair Registration upon arrival.



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3. **Reproduction Work Policy**

- Artists must adhere to the on-site rule of 80% original work and 20% reproduction work.
- All reproduction work must be clearly identified as such.
- If the work involves editions, the edition numbers must be disclosed.

4. **Prohibitions**

- Commercial reproductions or embellished commercial products are not allowed.
- Work done by a production studio is not acceptable.
- All work must be designed and executed by the accepted artist.
- **BUY/SELL AND/OR IMPORTS WILL NOT BE TOLERATED.**

5. **Jury Compliance**

- Artists may only exhibit work in the categories and bodies of work approved by the jury.
- All work displayed must match the quality, category, and body of work represented in the images submitted during jurying.

6. **Artist Statement**

- Artists are encouraged to prominently display an Artist Statement in their booth during the fair.
- The statement should include the artist's picture, describe how and by whom the work is made, and explain the materials used in the creative process.

7. **Educational Displays and Demonstrations**

- Educational information and demonstrations are encouraged but not required.

8. **Liability**

- Exhibitors display all works at their own risk.
- AFJH is not responsible for damage, theft, or loss of an exhibitor's property, nor for any personal injury resulting from participation in the Art Fairs.
- Assistance from festival staff or volunteers will not be available for booth setup or breakdown.



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DIGITAL JURY PROCESS

Jurors

The jury consists of 30 volunteer members selected for their balanced knowledge of art and professional expertise. A diversity of backgrounds and skills is sought, including artists, educators, curators, fine art and contemporary craft gallery professionals, museum owners/directors, and board members.

The AFJH jury includes 3-4 previous Art Fair artists as part of the jury panel. Each juror receives a charge to the jury, adapted from the NAIA, which provides guidelines for scoring. Panelists are rotated annually, ensuring a mix of new and experienced jurors.

Procedure

- The five images included in a single application are shown to the jury simultaneously in a horizontal grouping on each juror's individual computer station.
- All applicants are juried anonymously, and jurors are encouraged to begin with a full overview of the category.
- Local applicants receive an additional three points, ensuring a minimum 10% local representation.
- Scores are tabulated by computer, and booth spaces are allocated to the highest-scoring applicants in each category. Consideration is given to balancing media when determining the number of applicants selected from each category.
- Scoring is based on the following:
 - **Originality and Creativity**
 - **Craftsmanship**
 - **Booth Presentation/Design**
 - **Sale-ability in Jackson, WY**
 - **Technique**
 - **Overall**

Scoring ranges from 1 (low) to 5 (high), and jurors are encouraged to use the full scale. All scores are combined for a grand total. Each juror records their score anonymously.



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The process, materials, dimensions for each image, as well as the artist statements, are made available to the jury. When a juror opens an image, all associated details will appear.

Jurors may ask questions about techniques, and additional descriptions from the artist's application may be read upon request.

Artist Statement Details

A 500-word (maximum) statement is required and must include the following:

- Identification of medium and processes/techniques used.
 - A specific explanation of how the work is produced.
 - Disclosure of the number of employees (apprentices or assistants, if applicable) and their roles.
 - Identification of any outside sources used in production, such as a foundry or printing lab.
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Artist Selection Process

Approximately 150 artists are invited to participate. This number may vary depending on the number of double-wide booths offered. A waitlist of alternates in each category is created based on scores immediately following those invited to exhibit.

Final Decisions

- Decisions made by the jury panel are final.
 - AFJH reserves the right to decline any applicant at any time in the event of unprofessional conduct, a no-show at previous AFJHs, or to maintain balance in media categories through the waitlist system at the sole discretion of AFJH.
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About AFJH

The Art Association of Jackson Hole produces Art Fair Jackson Hole (AFJH), which serves as the primary fundraising event for the Art Association. This non-profit organization is dedicated to promoting excellence in the visual arts.

Funds generated by the fair help support and develop art education programs for children and adults, as well as provide exhibition opportunities, scholarships, and classes for artists.

The Art Association rents the space from the Center for the Arts.

Non-Discrimination Policy

No person, on the grounds of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation, shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any Art Association program or activity.

TERMS AND CONDITIONS

To secure your participation in Art Fair Jackson Hole (AFJH), please review and accept the following terms and conditions. By submitting an application to AFJH, you ("Participant," "exhibiting artist," or "you") acknowledge that you have reviewed and agree to the terms listed below.

Hold Harmless

Participants display all works at their own risk. To the fullest extent permitted by law, the Participant agrees to defend, indemnify, and hold harmless the Art Association, including its staff, volunteers, subcontractors, and other personnel (collectively, the "Association"), from and against all claims, causes of action, demands, fines, penalties, costs, judgments, or losses, including reasonable attorney fees ("Claims"), arising from the following:

1. Bodily injury or property damage caused by the Participant's actions or omissions or those of individuals under their direction.



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2. The Participant's merchandise or property.
3. Violation of these terms and conditions.
4. Violation of any applicable law or regulation.

The Association reserves the right to remove any Participant, at its sole discretion and without refund, for violations of the Participant Contract. "No-show" Participants forfeit the right to apply to AFJH for three summers.

Liability and Personal Property Insurance

All AFJH artists must secure their own liability and personal property insurance. This insurance protects against extreme weather, theft, vandalism, fire, bodily injury, or other losses. Participating artists are responsible for damages caused to others' property, including booths, displays, and artwork, as well as injuries resulting from unsecured or improperly secured tents, displays, or other items.

Artists may buy a single-event or annual policy through any insurance provider. Insurance is recommended but not required.

By signing the application, the Participant agrees to:

1. Hold the Association harmless from damage to their property or person caused by extreme weather, theft, vandalism, fire, or similar events.
2. Maintain active liability and property insurance during the event. Or understand you are personally responsible for any damages.

The Association may request proof of active insurance at any time. Exhibitors without valid policies are not covered by event insurance and remain solely responsible for any damages, injuries, or claims.

Artwork

1. Restrictions on Work

- Mass-produced or manufactured items, buy/sell pieces, or commercially represented work is prohibited.
- Offset reproductions must be clearly labeled and comprise no more than 20% of the booth, with 80% reserved for original work.



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2. Compliance

- Exhibitors must adhere to the medium and category in which they were juried.
- The Association may request non-compliant works be removed from the booth.

Booth/Canopy & Booth Location

1. Canopy Setup

- Participants must supply their own 10x10 or 20x10 secure canopy tent and display equipment.
- **Staking into the lawn is prohibited.** Each tent leg must be weighted with at least 40 pounds, secured using straps.
- The Event Coordinator and Jackson Fire/EMS inspector may require artists to further secure their tent for safety. Any damage caused to the irrigation system by staking will result in financial liability.

2. Booth Space

- Booth spaces are located on a live grass lawn owned by the Center for the Arts. Spaces may not be perfectly flat. Exhibitors should bring equipment to ensure items are level and secure.
- Refunds will not be issued due to uneven lawns.

Participant Sales and Tax Collection

- Participants must collect and remit 7% Wyoming Sales Tax. Forms provided by the State of Wyoming must be completed and mailed within 30 days of the show.
- Participants failing to report sales tax will be excluded from future events. Questions? Contact the Wyoming Department of Revenue at **307-777-5544**.

Registration

Registration takes place the Thursday before the event. You must register **before setting up your booth** to confirm your space and receive updates. Arrive at your assigned time, register, and then unload and set up your booth.

Anyone arriving after 6:00 PM must check in with security to gain access.



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Setup, Tear Down, Loading, and Unloading

1. Unloading

- Assigned times will be provided for Thursday unloading. Parking near the event lawn is temporary.
- Vehicles must be moved before setting up booths. **Driving on the lawn is prohibited.**

2. Setup

- Booths may be set up after your vehicle is relocated. Security will be on-site overnight.

3. Teardown and Load-Out

- Teardown begins Sunday at 4:30 PM (no early packing allowed). Tear down booths completely before bringing your vehicle for loading. Respect parking regulations to avoid congestion.

Parking Regulations

- Participant parking is prohibited within three blocks of the event during operating hours. Parking is reserved for patrons.
- Violations may result in being barred from future events. Public parking information is available on the town's website.

Security

Security is provided Thursday, Friday, and Saturday nights. Participants are encouraged to secure high-value items and zip tent walls when leaving booths overnight. Name tags are required for before/after-hours access.

Electricity

Limited electricity is available upon request and on a first-come, first-served basis. Generators are prohibited due to noise concerns.



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Clean-Up

- Participants must clean their booth spaces and dispose of trash in designated bins.
 - A \$50 fee will be charged for booth spaces left unclean.
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No Pets

Per city ordinance **7.12.135**, no pets are allowed on the event lawn unless they are registered service animals.

Emergencies

In case of emergency, notify the Event Coordinator immediately. First aid supplies are available at the Admin Tent. Lost children should be brought to an entrance or info booth.

Weather

The event is held rain or shine. In severe weather, the Association may cancel the event for safety reasons without offering refunds. Booth fees will be acknowledged as donations.

Appearance and Materials Release

Participants consent to being photographed, recorded, or filmed by the Association, including their work, likeness, and voice. These materials may be used by the Association in any media for promotional or fundraising purposes without time or geographic limitations.



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