38th Annual Labor Day Arts Fair

Sponsored by

Carbon County Arts Guild & Depot Gallery

One Day Only!

Sept 4, 2017

9am - 4pm

Lions Park, Red Lodge

Participant Information, Guidelines & Application

Carbon County Arts Guild & Depot Gallery

11 West 8th Street P.O. Box 585
Red Lodge, MT 59068
(406) 446-1370
E-mail: carboncountyartsguild@yahoo.com
www.carboncountydepotgallery.org

NON-PROFIT ORG
US POSTAGE PAID
Red Lodge, MT
59068
Permit no. 106
CR RT SORT

38th Annual Labor Day Arts Fair Monday, Sept 4, 2017

Montana Arts Council

National Endowment for the Arts

Before the Fair…

•**RESERVE YOUR SPACE** As a benefit of Guild membership, members get this brochure 1 month before non-members and first selection of booth spaces. Spaces on the deck are 6'x12'; all others are 10'x10'. Because the deck spaces are narrow, no tents are allowed on the deck. Umbrellas and small, open canopies that don't restrict the flow of customers on the deck or through your space may be used. If you need 2 spaces, please reserve them both when you send us your application. See the insert for location of available spaces.

Cost: 10'x10' space is $100 for Guild members or $120 for non-members
6'x12' deck space is $80 for members or $100 for non-members
6'x15' space on the deck (#40) is the same as the 10'x10' space fee

Spaces are reserved on a first-come basis and payment must accompany the application. **No space will be reserved without payment.** Please indicate your preferred location(s) on the enclosed application and send us the application with the fee. When we receive your application and fee, we will call you to confirm your booth location. If your choices are taken, we will call you. If you don't hear from us in 7-10 business days after you have sent us your application, call us for booth confirmation.

Sharing a booth space is permissible. We will address all correspondence to the artist named on the application. The named artist is responsible for sharing all information and updates with all who will share the booth. The named artist is also responsible for collecting the resort tax from each artist in the booth, compiling the tax information for all participants in the booth onto one tax form, and submitting the tax money and form to the Arts Guild.

- **GATHER YOUR ARTWORK & SUPPLIES** Arts & crafts offered for sale must be well-crafted. We encourage artists to work on their art or demonstrate their craft during the day. All items brought to the fair must be made by the selling artist. Sale or resale of manufactured items is not permitted. See enclosed note. If items are questionable, the artist will be asked to remove the items. Bring your own display materials (tables, chairs, display boards, tent, canopy, tools, etc) and have enough help to set up.

On a case-by-case basis, we choose a limited number of individuals who represent international artists to join us. Call us before completing the application if you/your group wish to be considered.

As in past years, we pay close attention during the application process to artists who offer similar items in order to prevent obvious duplication.

Guild members who wish to use their Guild inventory at their booth should make arrangements well in advance to pick up their items.

The Executive Director will make the final decision about the suitability of all artwork offered. If you have any special requests, please coordinate with us.

- **CANCELLATION POLICY** If you need to cancel and we are able to resell your space, we will refund your fee less a 15% processing fee. In order to preserve the quality of our fair, we do not permit you to resell your space. We do keep a wait list once all spaces are filled.

Day of the Fair...

•**SET-UP** Plan to arrive in time to set up and be ready by about 8:45 am. If you are not here by 8:30 am on Sept 4th and we have not heard from you, we will reassign your space. You may set up the night before, after the spaces have been marked. There is no security in the park, so early set-up is at your own risk. There will be staff available in the morning on Sept 4th to guide you to your space if needed. Watch for the sprinkler system heads as you drive onto the park to off-load your items.

•**CHECK-IN** Once set up, come to the depot building to check in. We will have your tax forms and evaluation, check your contact information, and answer any questions. If you have a current Red Lodge business license, please bring a copy. We will need to see it at check-in.

•**PARKING** Once set up, park as far away from the park as possible to save parking for your patrons. Do not park on 8th St in front of the Guild, on Oakes Ave N, on the street between the Guild and the library, or in the grocery store parking lot. For food vendors, coordinate with our Executive Director if you need to park your vehicle close to your space.

•**WYOMING & OUT-OF-STATE RESIDENTS** Red Lodge ordinance requires anyone from out-of-state who conducts business in our town to have a Montana license plate on their vehicle. Though our police have not been strict about this in the past for our one day event, we want to inform you of this ordinance. For questions, contact the RL Police, (406) 446-3672.

•**SELL, SELL, SELL!** You sell directly to the public. It is at your discretion to accept cash, checks, and debit/credit cards. The Guild is unable to provide change for large bills and to process debit/credit cards for you. Remember, this is a holiday, so banks will be closed. Bring lots of change! This event is free to the public.

•**COLLECT THE RESORT TAX** The City of Red Lodge has made changes to the Resort Tax Ordinance in 2014. See guidelines on the reverse side of the enclosed note. The tax forms will be available at check-in on Sept 4th. You must drop off your completed tax form and the tax money you collected at the end of the day in the Guild. You may make arrangements with us to send the form and money later in the week.

•**LET US KNOW WHAT YOU THINK** On Sept 4th along with the tax form, you will receive an evaluation form. Please fill it out and return it to us. Only through your comments and suggestions can we make the fair better for you and your patrons.

•**JUST IN CASE OF WEATHER** Be prepared for all types of weather! We hold this event in Lions Park regardless of weather conditions.

•**TAKE-DOWN** The fair runs until 4pm. You may take down your booth after 4pm. Be sure to bring your tax & evaluation forms to the gallery before 5pm.

•**QUESTIONS** Call us: (406) 446-1370 or email: carboncountyartsguild@yahoo.com

Application Form

Complete this side of the application and sign. Cut application along the center fold and keep the map. Submit the form with booth space fee to:

Carbon County Arts Guild . PO Box 585 . Red Lodge MT 59068

ARTIST/VENDOR INFORMATION (Please Print)

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____Work:_____

Email: _____

Booth Fee: Cash___ Check___ MC___ Visa___ Discover___ AmEx___

If paying by credit card, complete the following:

Card Number: _____

Name on Card: _____Exp Date_____

Full Address: _____

_____

Signature: _____

Art/Craft (describe all items to be sold - use reverse if necessary)

_____

_____

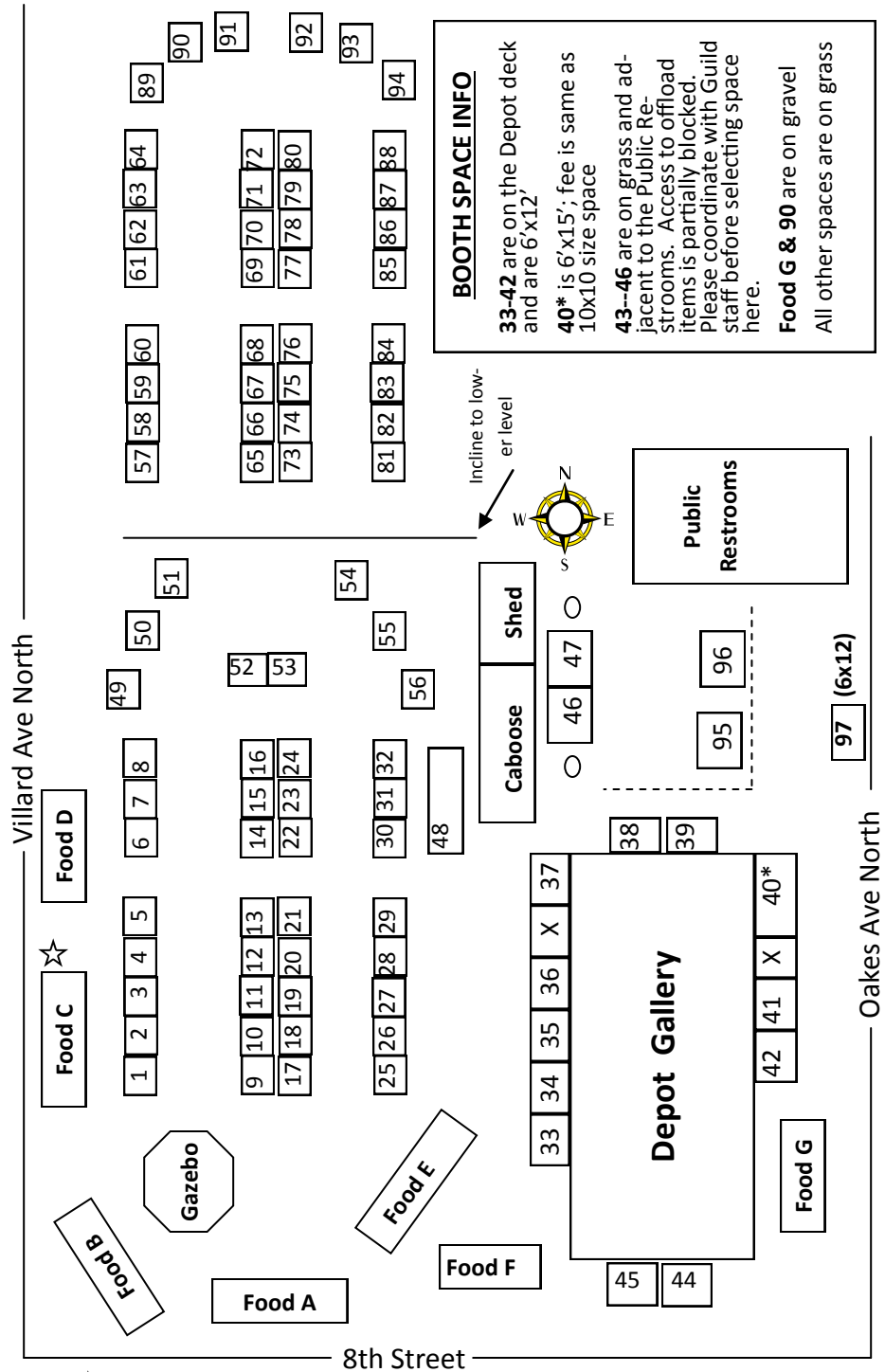
Booth Space Preference: #1 _____ #2 _____ #3 _____ #4 _____

PARTICIPANT AGREEMENT: I have read, understood, and agree to comply with all information and guidelines stated in the brochure.

Signature: _____ Date: _____

_____

FOR OFFICE USE: Fair List _____ BOOTH SPACE #_____



☆ Space costs $160 for food truck on street

Art/Craft—describe all items to be sold

_____

_____

_____

PARTICIPANT AGREEMENT: I have read, understood, & agree to comply with all information & guidelines stated in and included with the event brochure.

I, do hereby release to The Carbon County Arts Guild & Depot Gallery, its assigns, licensees, affiliates and legal representatives the irrevocable right to use my picture, images of my art, portrait, photograph or video image in all forms and media and in all manners, including composite or distorted representations, for any and all purposes including advertising in all forms, for unlimited time, and I waive the right to inspect or approve the finished product, including written copy, that may be created in connection therewith. I have read this release and am fully familiar with its contents.

Print Vendor Name:

_____

Signature: _____

Date: _____

ASSIGNED BOOTH SPACE #_____