

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

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39th Annual Labor Day Arts Fair Monday, September 3, 2018

# 39th Annual Labor Day Arts Fair

Sponsored by



One Day Only!  
 September 3, 2018  
 9 am - 4 pm  
 Lions Park, Red Lodge

Participant Information, Guidelines  
 & Application

## Before the Fair...

**RESERVE YOUR SPACE** As a benefit of Guild membership, members are invited to select a booth, one month before non-members. Spaces on the deck are 6'x12'; all others booths 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 two 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;  
\$120 for non-members  
6'x12' deck space is \$80 for members;  
\$100 for non-members

Spaces are reserved on a first-come, first served basis and payment must accompany the application. **No space will be reserved without payment.** Please indicate your preferred location (s) on the application and send us the application with the fee. When we receive your application form and fee, we will call to confirm your booth location. If all your choices are taken, we will call you. If you don't hear from us in 7-10 business days after you have sent your application, please 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 with all booth occupants. The named artist is responsible for collecting the resort tax from each artist in the booth, compiling the resort tax information for all booth participants on one tax form, and for submitting the resort tax money and form to the Arts Guild on the day of the event.

## GATHER YOUR ARTWORK & SUPPLIES

Arts and 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 the Guild before completing the application if you/your group wish to be considered.

The Guild pays 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 need to make arrangements well in advance to pick up their items for the fair.

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

**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 the fair, we do not permit you to resell your space. We 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 to open by 8:45 a.m. If you are not here by 8:30 a.m. on September 3rd 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 by 7:30 a.m. in the morning on September 3rd to direct you to your space if needed. A map of booths with vendor names will be posted on depot door. Watch for the sprinkler system heads as you walk around the park and off-load your items. No Tent stakes or vehicles are allowed on the lawn.

**FOOD VENDORS** New this year and pending City approval, the goal is for concession booths to be parked in designated spaces on West 8<sup>th</sup> Street and Villard with food windows facing the sidewalks as seen on the enclosed map. Contact the Guild for information.

**CHECK-IN** Once set up, come to the depot building to check-in. We will have your registration packet 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 your booth is set up, park as far away from Lions Park as possible to allow parking for patrons. Do not park on 8th St in front of the Guild, or on Oakes Ave N, between the Guild and the Library, or in the grocery store parking lot. Food vendors, please coordinate with the 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. Any questions, contact the RL Police, (406) 446-3672.

**SELL, SELL, SELL!** Vendors 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 or to process debit/credit cards for your sales. 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 the guidelines included in this brochure. The tax forms will be available at check-in on September 3rd. All vendors must drop off the completed tax form with the resort tax money collected at the end of the day in the Guild. Contact the Guild staff to make arrangements to send the form and resort tax money later in the week.

**LET US KNOW WHAT YOU THINK** On September 3rd along with the tax form in your registration packet, 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 visitors.

**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 and bring your resort tax and evaluation forms to the gallery before 5p.m.

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

## **A word about your art and fine crafts at the Carbon County Arts Guild & Depot Galley (CCAG)**

Thank you for considering a booth space at the 39<sup>th</sup> Annual Labor Day Arts Fair. The spirit of the fair is to bring unique, hand crafted, original art and crafts to our patrons and unite our patrons with you, the creating artist. In keeping with our mission as a nonprofit organization, we include the same wide range of arts and crafts at this fair as you see in the Depot Gallery. CCAG wants to continue to bring the best art and craft to our patrons through this application process without the need to complete a juried art show application. We rely on you to understand and follow the guidelines and ask us questions if something is unclear.

Over the past few years the Labor Day Arts Fair has grown. We have had comments from our participating artists about whether some items offered during the event are truly created by the artist or simply manufactured goods being resold. We have taken your comments seriously. There has been a significant decrease in manufactured goods being resold and to continue this trend, we want to clarify our policy so you can decide if this event is appropriate for your products.

**All of the items you bring to the Labor Day Arts Fair must be made by you.** Let us explain.

Sale or resale of manufactured goods is not permitted. This means if you purchase already completely constructed or manufactured items such as shirts, other clothing items, fabric items, towels, bedding, tote bags, toys, etc. embellish them in a mass-produced, similar fashion, and display them on large racks or tables typical of retail stores, then these items are not suitable for this event. Items in original packaging from the manufacturer are not suitable. Items not made by you and clearly marked as made by another company or organization, in the USA or any other country, are not suitable. Flea market items are not suitable. Jewelry that is purchased complete from a manufacturer/wholesaler and no additional creative work is done then this jewelry is not suitable. Antiques are not suitable. If you are a sales associate, product consultant, or distributor for a business/product such as Avon, Scentsy, Home Interiors, etc, these products and the company's catalogs are not suitable.

Repurposed items are permitted. One-of-a-kind clothing creations are permitted. Wood items that are purchased already cut then hand-painted, embellished, and to be one-of-a-kind are permitted. Beaded jewelry that is hand strung by the artist is permitted. Original art, prints, cards and t-shirts (made from your original art) are permitted.

We allow a few participants who represent other artists, arts organizations, and humanitarian causes, both national and international, to bring their members' arts and crafts to this fair. This is done to support the growth of art around the globe and to support those who are in need of the basic necessities in life.

To be sure all items are suitable prior to the Arts Fair, please include a full description of the items with your application. Use the back of the application if you need more room. Photographs of any items you are concerned about would be greatly appreciated along with your application. If you have hesitation about items, call or email staff to discuss the items before sending your application.

On the day of the Arts Fair, Guild staff will visit your booth. If there are any further questions about the suitability of products or if new items have been added that were not included on your original application, please talk with us at that time.

We hope this information is helpful to you in your decision to participate on September 3, 2018. The Arts Guild is excited to celebrate the 39<sup>th</sup> year of the Labor Day Arts Fair and share your active talents to the community and patrons.

### **About the Resort Tax,**

The City of Red Lodge requires, the Carbon County Arts Guild & Depot Gallery, a non-profit organization, to comply with City ordinances as we transact business in Red Lodge. The Guild is required to maintain a business license, apply for sign permits, reserve park space for our events, and collect and remit the resort tax. Over the years, the City has clarified the requirements for many City ordinances. Most recently, they have provided clearer guidance on the resort tax ordinance, especially for events such as the Carbon County Arts Guild Labor Day Arts Fair. Below is the City's guidance on resort tax collection.

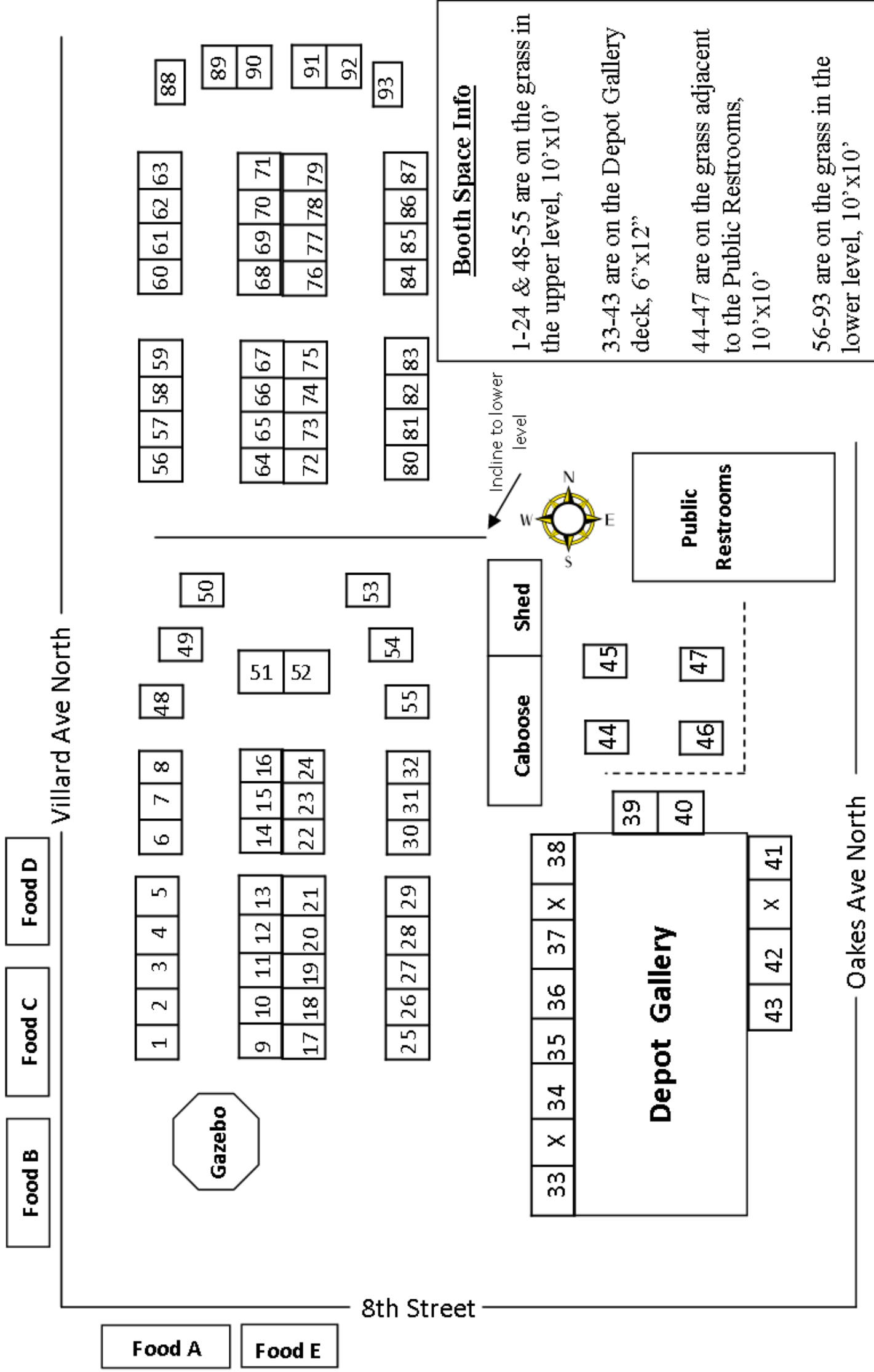
**\*\* The ordinance identifies attractions where goods and services are sold by any business that does not operate more than 90 consecutive days within a calendar year (temporary vendor) within the City of Red Lodge as a luxury and all sales are therefore subject to the resort tax.**

As many of you may know, there are costs with owning and operating a business, including business licenses, bond, insurance, record keeping, advertising and marketing. As a non-profit organization here in Carbon County, the City of Red Lodge graciously allows us to hold this event under the umbrella of our business license, **without requiring you to pay for a temporary business license and pay the \$500 bond**, with the expectation that all vendors, including food vendors, who participate in the Labor Day Arts Fair will pay the resort tax at the end of the event.

The Guild works very hard to keep your costs to participate in this event as low as possible and ensure this event is successful for you and all artisans and fine craftsmen in the future. You can help us tremendously by submitting the resort tax with the form we provide on all your sales at the end of the event (EVEN IF YOU HAD NO SALES please fill out and turn in the form). If you have any questions, please call the Guild staff.

\*\*All items are taxed at the Labor Day Arts Show unless you have a Red Lodge business license.

**THERE ARE NO NON-TAXABLE ITEMS FOR THE LABOR DAY ARTS FAIR!**



**Food A** **Food E**

**Food B** **Food C** **Food D**

1 2 3 4 5  
6 7 8  
9 10 11 12 13  
14 15 16  
17 18 19 20 21  
22 23 24  
25 26 27 28 29  
30 31 32  
33 X 34 35 36 37 X 38  
39 40  
41 42 X 43

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53 54 55

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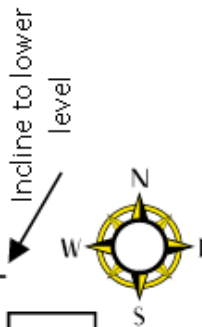
**Booth Space Info**

1-24 & 48-55 are on the grass in the upper level, 10'x10'

33-43 are on the Depot Gallery deck, 6"x12"

44-47 are on the grass adjacent to the Public Restrooms, 10'x10'

56-93 are on the grass in the lower level, 10'x10'



**Public Restrooms**

**Caboose** **Shed**

**Depot Gallery**

Villard Ave North

Oakes Ave North

8th Street

## Application Form

Complete and sign this application.  
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: \_\_\_\_\_ Cell : \_\_\_\_\_

Email: \_\_\_\_\_

Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

Booth Fee: Cash___ Check___ MC___ Visa___ Discover___ AmEx___
If paying by credit card, complete the following:
Card Number: _____
Name on Card: _____ Exp Date _____ CCV # _____
Full Address: _____
City _____ State _____ Zip _____
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:

BOOTH SPACE # \_\_\_\_\_

LDAF

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Name: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell : \_\_\_\_\_

Email: \_\_\_\_\_

Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

Booth Fee: Cash___ Check___ MC___ Visa___ Discover___ AmEx___
If paying by credit card, complete the following:
Card Number: _____
Name on Card: _____ Exp Date _____ CCV # _____
Full Address: _____
City _____ State _____ Zip _____
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:

BOOTH SPACE # \_\_\_\_\_

LDAF

Art/Craft—describe all items to be sold

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**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:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Art/Craft—describe all items to be sold

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Print Vendor Name:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_