



LABOR DAY ARTS FAIR

Monday, September 2, 2024
Lion's Park, Red Lodge, MT

VENDOR
Information
& Application



The Carbon County Arts Guild & Depot Gallery provides access to art, supports artistic expression, and encourages creative experiences for the enrichment of our community.



Carbon County Arts Guild & Depot Gallery
11 West 8th Street, Box 585
Red Lodge, MT 59068
406-446-1370
www.carboncountydepotgallery.org

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45th Annual LABOR DAY ARTS FAIR

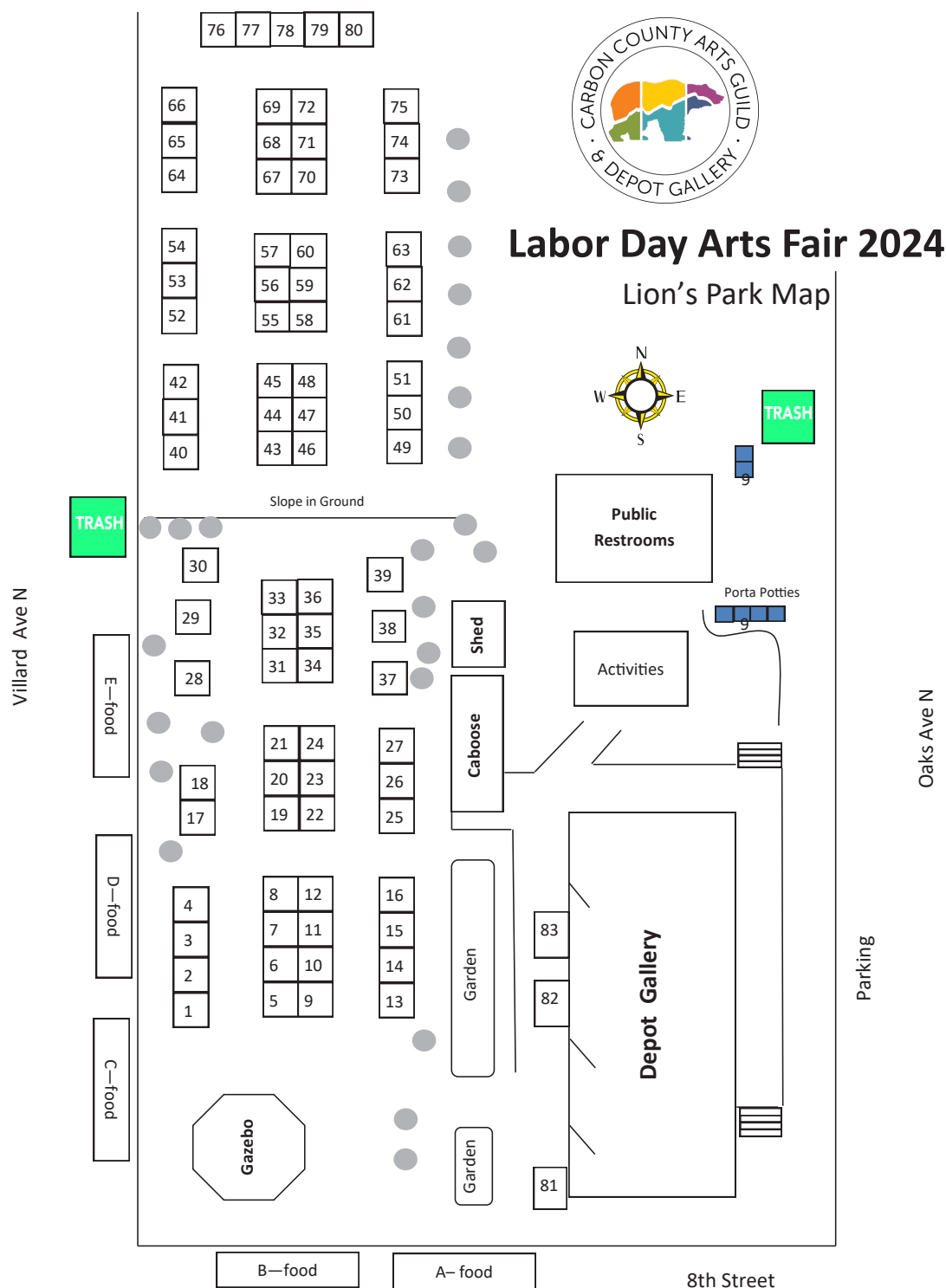
Monday, September 2, 2024
Lions Park, Red Lodge, MT

..... **VENDOR APPLICATION**

**GUILD MEMBER
EARLY SIGN-UP**
March 21 - April 14

.....
**PUBLIC BOOTH
SIGN UP**
Starts April 15





RESERVE YOUR SPACE

As a benefit of Arts Guild membership, members are invited to select a booth before non-members. Spaces on the deck are 6'x12'. 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. All other booths are 10'x10'. If you need two spaces, please reserve them both when you send us your application. See the map for booth locations.

BOOTH SPACE COST

- 10'x10' space—\$100 for Guild members
- 10'x10' space—\$120 for Non-members
- 6'x12' deck space—\$80 for Guild members
- 6'x12' deck space—\$100 for Non-members

RED LODGE RESORT TAX

The Carbon County Arts Guild & Depot Gallery is required by the City of Red Lodge to maintain a business license, apply for sign permits, reserve park space for our events, and collect and remit the resort tax. The City resort tax 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 a non-profit organization 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, 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 all vendors. You can help us tremendously by submitting the resort tax with the form we provide at the end of the event. If you have a current Red Lodge business license please let us know. All items are taxed at the Labor Day Arts Fair unless you have a Red Lodge business license. **THERE ARE NO NON-TAXABLE ITEMS DURING THE LABOR DAY ARTS FAIR!**

Spaces are reserved on a first-come, first served basis and payment must accompany the application form. **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 email 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.

PREPARE YOUR BOOTH

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. Staff will visit booths on day of the event. 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.

The Guild pays close attention during the application process to artists who offer similar items in order to prevent obvious duplication.

Any Guild member who wants to use their Arts Guild inventory at their booth needs to make arrangements at least 4 weeks 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 for sale. If you have any special requests, please coordinate those needs with the Guild staff.

FOOD VENDORS Concession booths will be parked in designated spaces on West 8th Street and Villard with food windows facing the sidewalks as seen on the map. Contact the Guild for food vendor information.

CANCELLATION POLICY If you need to cancel we will refund your booth fee less a 15% processing fee. No refunds will be issued within 7 days before the event (even for weather). 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 2, and we have not heard from you, we will reassign your space.

Vendors can set up on September 1 anytime between 10 a.m. - 7 p.m. Keep in mind there is no overnight security in the park, so set-up before the actual day of the event is at your own risk. **There will be Guild staff or volunteers available Sunday, September 1, from 10 a.m.-5 p.m. and 7:30 a.m. Monday, September 2, to check you in and direct you to your space if needed.**

Watch for the sprinkler system heads as you walk around the park and off-load your items.

As per the City, NO vehicles are allowed on the lawn and NO TENT STAKES. You must use other methods to hold your tent down.

WEATHER Be prepared for all types of weather! We hold this event in Lions Park regardless of weather conditions. Refunds will not be given!

CHECK-IN Come to the Depot Gallery to check-in when you arrive. 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. If you arrive when no staff person is available, please check-in after your booth is set up.

PARKING Overnight parking in spaces by the public restrooms is **NOT** permitted. That is the area for all vendors to unload. 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 Beartooth IGA Market parking lot. Food vendors, please coordinate in advance of the Arts Fair 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 Red Lodge 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 Arts 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 resort tax forms will be available at check-in. **All vendors must drop the completed tax form and resort tax money collected, to the Arts Guild by the end of the day.** Contact the Guild staff to make arrangements to send the form and resort tax money later in the week to avoid paying late fees.

LET US KNOW WHAT YOU THINK You will receive an evaluation form in your check-in packet. Please fill it out and return it to us. Only through your comments and suggestions can we make the Labor Day Arts Fair better for you and visitors.

TAKE-DOWN The fair runs until 4 p.m. Please do not take your booth down before 4 p.m. Bring your resort tax and evaluation forms to the Arts Guild before 5:30 p.m.



CALL
(406) 446-1370

EMAIL
info@carboncountydepotgallery.org

THANK YOU for considering a booth space at the 45th 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 artist. CCAG wants to continue to bring the best art and crafts 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.



ALLOWED
ARTS &
CRAFTS

All of the items you bring to the Labor Day Arts Fair must be made by you. To be sure all items are suitable before arriving at 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 concerns about items, call or email the Arts Guild to discuss the items before sending your application.

PERMITTED ITEMS

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

NOTE: We allow a very limited amount of vendors 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. These booths **MUST** be pre-approved by the Executive Director.

ITEMS NOT ALLOWED

- Manufactured items typically found in retail stores
- Items in original packaging from the manufacturer
- Clearly marked as made by another company or organization, in the USA or any other country
- Flea market items
- Manufactured/wholesale jewelry with no additional creative work
- Antiques
- Business products and catalogs such as Avon, Scentsy, Home Interiors, etc.

LDAF 2024 VENDOR APPLICATION

Complete and sign this application.

Submit the form with booth space fee to:

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

FOR OFFICE USE



ARTIST/VENDOR INFORMATION (Please Print)

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Home or Business Phone: _____ Cell: _____

Email: _____

☐ CCAG member ☐ Non-Member

Booth Location # Preference (see map): #1_____ #2_____ #3_____ #4_____

BOOTH FEE: ☐ Cash ☐ Check ☐ MC ☐ VISA ☐ Discover ☐ AmEx

If paying by credit card, complete the following:

Card Number: _____

Name on Card: _____ Exp Date: _____ CCV: _____

Signature: _____

DESCRIPTION of 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