

# HOLIDAY ART BAZAAR

**Snow King Resort  
Grand Teton and Timberline Rooms  
and Mezzanine  
Saturday, December 12<sup>TH</sup>, 2015  
9AM – 4PM**

## Guidelines & Regulations

- Return your application, a completed contract and all application fees to the Art Association. There is no deadline for applications. Acceptance is granted on a first come/first come basis. Space will be limited this year. You will be notified of participation by Monday, November 2<sup>nd</sup>.
- Booth assignments and check-in day information will be sent by Friday, November 13<sup>th</sup>.
- Booth Space is 8' wide x 8' deep
- Booth requests will be honored, not guaranteed.
- Booth displays must be free standing, secure and not over 6' tall.
- Absolutely no covered canopy frames allowed.
- Table coverings are required but are not provided.
- An application and contract is needed for each person/organization selling work in the booth.
- If you create work collaboratively, additional paperwork is not required.
- Payment is required with application in order to secure your space (make checks payable to the Art Association).
- Artists must be present for the duration of the show.
- Sales representatives are not allowed.
- All items must be hand crafted by the artist.
- No imported or manufactured items allowed.
- 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.** This 2-week deadline is strictly enforced by the Health Department. For a Temporary Food License application, please contact the Health Department at 307-732-8490 or online at:  
<http://www.tetonwyo.org/ph/docs/2014NEWAprilTempFoodApp.pdf>
- Load-in will be via the exterior stairway, elevator, and Kitchen Galley Way. Due to these limitations, large inventory will not be possible this year. (If you have questions, please contact Events Director directly to discuss). If you reserve a booth and load-in is not possible the day of the show, there will be no refunds granted.
- Please email a few high resolution images of your work to [artistinfo@jhartfair.org](mailto:artistinfo@jhartfair.org) that many be use for marketing efforts

## Fees

- Artist Booth Fee: \$150
- Shared Booth Fee: \$90 per person if sharing booth between 2 artists
- Limited electricity hook-ups are available. Artists whose work needs electricity will be honored first.
- Electricity: \$25 additional fee.
- You must provide your own table and chairs. A limited supply is available upon request.
- Table & Chairs: \$35 additional fee.
- All payments and checks will be deposited on Monday, November 2<sup>nd</sup>.
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ART ASSOCIATION  
OF JACKSON HOLE

240 S. GLENWOOD ST • JACKSON, WY 83001  
[WWW.ARTASSOCIATION.ORG](http://WWW.ARTASSOCIATION.ORG) • 307.733.6379

# Application (PLEASE COPY and retain a second copy for your files.)

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Partner \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_

E-mail \_\_\_\_\_ CHECK # \_\_\_\_\_ Amount \_\_\_\_\_

Visa/MC/AMEX# \_\_\_\_\_ Exp: \_\_\_\_\_

Category of work \_\_\_\_\_ -or- What you will be selling \_\_\_\_\_

***All items must be hand crafted by the artist who agrees to be present during the entire show.***

No buy/sell, no reps and no imported or manufactured items allowed. For example, if you are selling gift baskets, all-inclusive items (gourmet foods, etc.) must be made by you, the artist.

***If you meet these guidelines, please sign below.***

***"I hand craft all of the work I intend to exhibit. I will not be selling imported or manufactured items at the Christmas Bazaar. I will be present during the event and will begin to break down no earlier than 4:00pm."***

\_\_\_\_\_  
(Artist's Signature)

***BOOTH FEE CHECKS & CREDIT CARD PAYMENTS WILL BE PROCESSED ON MONDAY, NOVEMBER 2<sup>ND</sup> AND A CONFIRMATION LETTER WILL BE SENT SHORTLY THEREAFTER TO NOTIFY YOU OF BOOTH ASSIGNMENT AND CHECK-IN INFORMATION WILL BE SENT ON FRIDAY, NOVEMBER 13<sup>TH</sup>.***

- 8' x 8' space \$150 (You must furnish a table cloth and any other displays you need. Tables and chairs NOT provided)  
\$90/Person (if you are sharing a booth with another artist creating their own work)  
***EACH INDIVIDUAL PARTNER MUST FILL OUT & SUBMIT A SEPARATE APPLICATION & CONTRACT!***

- Electricity \$ 25  
(Limited availability, first preference is granted by application date and to those who need electricity for their work)

- Do you request electricity? **YES / NO** Is electricity *absolutely necessary* for your work? **YES / NO**

- Table & 2 Chairs \$35 **YES / NO**  
(Limited availability, first preference is granted by application date)

- Are you sharing? **YES / NO** With whom? \_\_\_\_\_  
***Again, a separate application & contract is required for each individual participating!***

- Are you willing to share with another applicant, if all artwork is compatible? **YES / NO**

## OFFICE USE:

Applicant #

Booth #

Check-in

\$ Amount



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## 2015 Christmas Bazaar Exhibitor Contract

This contract identifies the rules and responsibilities of all exhibitors participating in the Art Association Holiday Bazaar. Please read, initial all sub-headings, sign, and **return or fax (307.733.6694) with your application submission.** **IF YOU ARE NOT ABLE TO ATTEND THE BAZAAR FOR ANY REASON, THE LAST DAY TO CANCEL FOR A FULL REFUND IS NOVEMBER 2<sup>nd</sup>, 2015.**

### **I. Set-Up, Tear Down, Loading and Unloading** \_\_\_\_\_ (initials)

**Exhibitors must set up during their unloading time only. Early setup, including the night prior, will not be allowed under any circumstances.** This time is designed to allow a certain number of vehicles to quickly drop off during each load-in timeslot. Please do not be early or late. Unload your vehicles and move your car away from the loading area to the Resort guest parking lot area promptly, for the next group of artists. You may set-up your booth space after you have moved your car.

Tear down may begin at any time after 4PM. Exhibitors must not close their booths or pack up before this time. **Exhibitors must clean up booth space of all trash and blue marking tape.** The Art Association will supply trash bags to help with proper disposal. All trash can be brought to nearby trashcans.

### **II. Display** \_\_\_\_\_ (initials)

Booth sizes are approximately **8'W x 8'D**. No covered canopy frames are allowed. Exhibitors must furnish their own booth displays, tables, chairs (unless specifically reserved via the Events Director), which must be free standing, secure and not over 6' tall. You are responsible for liability and personal property insurance.

### **III. Artwork** \_\_\_\_\_ (initials)

Art or craftwork must be original, designed and produced by, or under the direct supervision of the exhibiting artist or artists.

**Absolutely no imported, commercial or mass produced products allowed. Unfortunately due to the load in limitations, large inventory will not be possible. If you do not fit the criteria of our show rules, then you must not apply.** Exhibiting artists must be present during the entire day.

### **IV. Artists Sales and Tax Collection** \_\_\_\_\_ (initials)

No financial services will be provided. Artists are responsible for their own sales and for collecting 6% Wyoming Sales Tax. Artists must complete and mail in the sales tax forms, which will be provided at the bazaar, within 30 days of the show. The State of Wyoming maintains a list of all artists exhibiting in the show and is requesting SSN's this year as well. Artists who fail to report sales tax will be liable to the State of Wyoming and not permitted into future shows until all accounts are current. Wyoming artists who have a Wyoming Tax number may file with their annual or monthly reporting. Tax payments must be check or money order and made payable to the State of Wyoming. Send payments to the address printed on the tax forms. Questions should be directed to Brian Way, brian.way@wyo.gov,

Exhibitors display all works at their own risk. The Art Association is not responsible for damage, theft, or loss of an exhibitor's property, or personal injury resulting from participation in the Bazaar. The Art Association reserves the right to remove any exhibitor for violation of any aforementioned 2015 Exhibitor Contract regulations.

### **V. Marketing** \_\_\_\_\_ (initials)

I have sent the Art Association a high resolution image(s) of my work and hereby give the Art Association permission to use these images in marketing efforts.

I, the undersigned exhibitor, have read and understand the above 2015 Exhibitor Contract and agree to its contents:

NAME: \_\_\_\_\_  
(Please print)

SIGNATURE: \_\_\_\_\_

EMERGENCY CONTACT AND PHONE NUMBER: \_\_\_\_\_

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**YOUR BOOTH CANNOT BE RETAINED WITHOUT THIS SIGNED CONTRACT.**

**Please return with your application and fees to:**

**Art Association of Jackson Hole, P.O. Box 1248, Jackson, WY 83001**

**Questions?**

**Contact Elisse La May, Events Director, [artistinfo@jhartfair.org](mailto:artistinfo@jhartfair.org).**



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