



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

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**32nd Annual  
Labor Day Arts Fair  
Monday, Sept 5th, 2011**

**Artist  
Information  
& Application**

**32nd Annual  
Labor Day Arts Fair**

Sponsored by



*One Day Only!*  
*Sept 5, 2011*  
*9am - 5pm*  
*Red Lodge*  
*Lions Park*

**Information, Guidelines  
& Application**

## Before the Fair...

**RESERVE YOUR SPACE** As a benefit of Guild membership, members get this brochure 1 month before non-members and best selection of booth spaces.

Spaces on the deck are 6'x12', all others are 10'x10'. Because the deck spaces are narrow, no tents will be 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. Booth sizes for food vendors vary. See the insert for location of available spaces.

Cost: 10'x10' space is \$85 for Guild members or \$100 for non-members  
6'x12' deck space is \$65 for members or \$80 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 to discuss options.

**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. If items are questionable, the artist will be asked to remove the items. If you are a sales associate/consultant for a home-based business such as Avon, Scentsy, Home Interiors, etc, please do not bring catalogs or product to the fair. Artists and food vendors will need to furnish their 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 very limited number of individuals who represent groups of international artists to join us. Please call us directly before completing the application if you and your group wish to be considered.

As in past years, we pay close attention during the application process to artists who offer similar items for sale 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.

**QUESTIONS** If you have any questions, please call us at (406) 446-1370 or email us at carboncountyartsguild@yahoo.com.

**CANCELLATION POLICY** If you need to cancel, please let us know as soon as possible. No refunds will be given. In order to preserve the quality of our fair, we ask that you do not resell your space.

## Day of the Fair...

**SET-UP** Plan to arrive in enough time to set up and be ready by about 8:45 am on Sept 5th. You may set up the night before, however, not until the booth spaces have been marked. There is no security in the park, so early set-up is at your own risk. There will be people available early in the morning on Sept 5th to guide you to your space if needed. New curbs around the park (installation planned for 2011) will make it more difficult to access your space. Watch for the new sprinkler system heads (which will be marked) as you drive onto the park to off-load your items. Please bring enough help, if needed, to set up your space.

**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, please coordinate with our Executive Director if you need to park your vehicle close to your space.

**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, so we always have a huge crowd!!!

**COLLECT THE RESORT TAX** The City of Red Lodge requires a 3% Resort Tax be charged on all your sales. You will receive the required form on Sept 5th. 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 Deborah Kline Sonderman, the Guild's Executive Director, to send the form and money to us later in the week. Do not mail your tax form and payment to the City. We work closely with the City to ensure everyone complies with this city ordinance.

**LET US KNOW WHAT YOU THINK** On Sept 5th, 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. If you have comments at any other time, please call or email us.

**JUST IN CASE OF WEATHER** Be prepared for all types of weather! There is no indoor location in Red Lodge large enough to hold the fair in the event of bad weather, so we will hold the fair in Lions Park regardless of Mother Nature.

**QUESTIONS?** If you have any questions on fair day, stop in the Guild or ask us as we are checking on you throughout the day.

Our phone (406) 446-1370

# 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 # \_\_\_\_\_

Cut along this line

