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**31st Annual
Labor Day Arts Fair
Monday, Sept 6th, 2010**

**Artist
Information
& Application**

**31st Annual
Labor Day Arts Fair**

Sponsored by



One Day Only!
Sept 6, 2010
9am - 5pm
Red Lodge
Lions Park

**Artist 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 leave the fair and no refund will be issued. 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 artists. 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 6th. We always have many early shoppers! 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 Guild staff available early in the morning on Sept 6th to guide you to your space if necessary. You may 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 sales. So, please keep track. You will receive the required form on Sept 6th. You may drop off your tax form and money at the end of the day in the Guild or you may send the form and money to the City yourself. We do provide the City, at their request, a complete list of names and contact information for all who take part in our event.

LET US KNOW WHAT YOU THINK On Sept 6th, along with the tax form, you will receive an evaluation form. Please fill it out and return it to us. Please do not send the evaluation form to the City with your resort tax payment. 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 (check one): Cash Check MC Visa

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: Amount Rcv'd _____ Booth Space# _____
Address Database _____ Fair List _____

Cut along this line

