

Telluride Council for the Arts and Humanities 2009 Holiday Bazaar Registration Information and FAQ's

- **All info is the same as last year, except for calendar dates & new membership fee, and a new requirement: due to demand, you may only have two booths if sharing with another person, unless space is available after applications are in.**
- **If you participated last year, you will have the same booth and set-up; simply check the box on the registration form!**

Who

Any artist with unique and high-quality work can exhibit at the Holiday Bazaar. Priority is given to those artists residing within a 50-mile radius of Telluride, on a first-come space-available basis. Any openings after November 8th (date applications are due) will be to regional artists who have already applied. Each artist must become a member of TCAH at the individual annual membership rate of \$35 **before** exhibiting.

What

The Holiday Bazaar is an opportunity for local artists to feature their creative, unique and high quality work under one roof. No imports, manufactured, commercial, kit work or re-sales will be allowed. All work must be original and produced by the exhibiting artist.

When

The Holiday Bazaar will be held **December 4-6, 2009** (the 1st weekend of December).

The hours of operation are: **Friday 5 – 8 pm** (vendors will be able to set up between 3:30-5p)
Saturday 11 am – 7 pm *please note this may shift one hour earlier depending upon if there is an event at the Palm that night. We will confirm in November.
Sunday 11 am – 3 pm (vendors must break down and exit by 5p)

Where

The location of the 2009 Holiday Bazaar is the **Telluride High School** cafeteria (same as last years). Due to the location, the hours on Friday are limited; vendors are not allowed access until 3:30 pm.

Fees/Requirements

Space fee. TCAH has implemented a two-tiered fee schedule to account for some participants' ability or inability to make a volunteer commitment in early December. The structure is (same as last year):

- Tier 1: Cost is **\$75** per space (\$10 discount from last year- 4' wide x 4' deep) **plus** 4 hours of volunteer time (up to two, two-hour shifts for tasks such as setup, breakdown, cashiering, wrapping, shoveling snow, etc.).
- Tier 2: Cost is **\$125** per space (4' wide x 4' deep) with no volunteer commitment.

As in 2008: Returning applicants (from 2008) will have the exact same space, and do not have to fill in the form if selling the same items as last year; simply check the box and TCAH will use last year's information for 2009. If you have updated info (phone #, etc., check the box and put the new info in the appropriate line). If you want to be profiled in the *Daily Planet*, or on *PLUM TV*, showing your art and highlighting the event please check the box and I'll submit your name. I'll also submit those who want coverage to the Watch.

Volunteering. If you would like to volunteer, please specify what you would be willing to do: "anything", cashiering, wrapping, shoveling snow, KOTO radio spots (must do two), flier distribution, setup (you will get in an hour early to set your stuff up so that you can help others from 4-5), moving TCAH calendars to the High School (will get you in an hour earlier), Plum TV interviews (must show up to be interviewed and bring an example of your work). These pre-event shifts will be given in order of first registered.

Setup/Sharing/Breakdown. Artists are required to bring their own table (and extension cords, lamps, stools/chairs, etc.) for the Bazaar. As before, you may share a space with another artist; however, you must set this up in advance - do not contact TCAH to find a partner. You and your partner may split volunteer time (one shift each). You agree to take down your space during the 2 hours after close on the last day of the Bazaar; if you do not, any property will be disposed of or be used by TCAH and you will be charged \$50/hour for breakdown fees, to be taken from your weekend proceeds.

Participation fee. TCAH will also take 15% commission on sales throughout the weekend to compensate for the cost to rent the space, manage, organize, market, and clean up after the Bazaar. TCAH will tally your individual sales, and cut a check the following week or so for your percentage. This means that if you want \$100 net for an item, mark it at \$118 to cover costs of commission.

Membership Fee/Local's discount. In addition, all participants are required to become members of TCAH at the individual membership rate of \$35 (2009 rate). All day Sunday there will be a 10% discount offered to locals. TCAH offers this to encourage local patronage, and it will be taken out of the 15% already assessed by TCAH, **not** in addition to it.

Set-Up

Each artist is responsible for delivery, handling, and removal of their own artwork, as well as set up and take down for their space. Due to the location, **setup starts no earlier than 3.30 pm and must be completed by 5 pm Friday. Take down starts at 3 pm Sunday, and must be completed by 5 pm.** Artists are **not** allowed to breakdown their booths before the close of the Bazaar at 3 pm on Sunday. Any items that are not picked up by 5 pm on Sunday December 6th will be disposed of or become the property of TCAH. We will try to have volunteers on hand to assist.

Point of Sale

A centralized selling table will be established to sell all the artwork. VISA and MASTERCARD will be accepted. State, county and local sales tax will be collected at time of sale. Each artist will receive a check equal to their total amount of sales less the commission (anticipated to be sent out 1-2 weeks after completion of the Bazaar). It is the responsibility of each artist to pay their state and federal income taxes. TCAH will collect and pay applicable state, county and city sales taxes.

Inventory/Labeling & Lists

Labels: Each artist is required to label his/her work with a **legible** three-initial code (usually artists' initials) and price. (Many artists choose to print these on laser-printed stickers, to ease their burden and the cashier's as well). If sharing, make sure your code and your booth partner's 3-letter codes are distinct. If you'd like, email Renee your code by November 15th and she'll print up labels, minus the price, for you to fill in.

Inventory List: Artists are also required to submit an inventory sheet with a list of all of their items, codes and quantities so that we may properly track your sales. **The inventory list is due at the start of setup – 3:30 pm- on Friday, December 4th, and your inventory must be marked with your stickers/3 letter codes by the same time. Otherwise we cannot attribute sales to you, either at the cashier or for the day.** A sample inventory form (in excel) is available on our website to fill out electronically; and a .pdf version is available to print and fill out by hand (legible, please). Last-minute, illegible, scribbled on scrap paper inventories will **not** be accepted. TCAH will track sales (total dollar sales) but not inventory – this is up to you. **These are used to track your sales and are imperative. Please be legible so that the cashiers and the accountant can read your items!**

Special Needs

Artists requiring special access needs (disability) or electricity, specific floor/wall space, extra set-up/tear down needs should contact TCAH at info@telluridearts.org before registering. We will try to accommodate all artists for the best possible display. **We do not make any guarantees that the space will accommodate all your display needs, so be flexible in your set-up plans. Most spaces have outlets for electricity.**

Pricing

The price point of most items maxes out at \$150. Of course, you can sell what you would like to, but past experience shows that you might not have as much success selling items upwards of a few hundred dollars. Remember the 15% TCAH Commission: if you want \$100 net for an item, mark it at \$118 to cover costs of commission (\$118 less 15% is \$100.30).

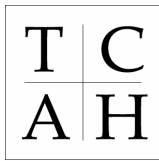
Security

While we will lock the doors and secure the space when the Bazaar is closed, we cannot guaranty the security of your items. If you are worried, contact your home insurance agent to cover your participation in the Bazaar.

Participating

If you would like to participate in the Holiday Bazaar, please fill out and return the registration form and liability release, along with a check for your fees, by Friday, November 6th. Spaces are secured only when fees are received. You may **split** booth fees with another, but **each** participant must pay the \$35 membership fee to TCAH **and** sign the liability release. Preference is given to artists within a 50-mile radius of Telluride; availability after November 6th will be given to regional artists determined by the postmark on their application. Any applications received after November 6th will be considered on an as-available basis, with no space saved for returning vendors. You will be notified after Nov. 6th about your volunteer shifts.

NO ALCOHOL, SMOKING OR PETS ARE ALLOWED ON THE PREMISES!



Telluride Council for the Arts and Humanities 2009 Holiday Bazaar Registration Form

Date of Form: _____, 2009

I. REGISTRANT INFORMATION

1. Your/your organization's name: _____
2. I am willing to be profiled as a "doer" by the *Daily Planet* for the weekends' events:
3. Check here if you participated last year and the information is the same:
(then simply leave the rest of Sections I & II blank, if the same as last year).
4. Mailing address: _____
5. Home Phone number: _____ Cell Phone: _____
6. Email address: _____
7. Three-Initial Code to identify you: _____ (Usually your initials)

II. ART/SPACE INFORMATION

8. Please give a one sentence summary of your art:

9. Medium: _____
10. Number of Spaces Needed : _____

III. FEE TABULATION

11. Check here if sharing booth/s _____ (I am sharing with _____).
We understand each must register separately, pay \$35 membership fee, and sign liability waiver.
12. Tier One:

Number of Spaces: _____ at \$75 each	\$ _____
TCAH Membership Fee	+ \$ 35
Total Due to TCAH (please enclose check)	= \$ _____

I am willing to volunteer in the following areas (see first page of registration form for shift possibilities; We will do our best to honor your request):

- 1) _____
- 2) _____

13. Tier Two:

Number of Spaces: _____ at \$125 each	\$ _____
TCAH Membership Fee	\$ 35
Total Due to TCAH	\$ _____

Please read the **rules and regulations/liability release** on the following page set forth for the 2009 Holiday Bazaar. **You must include a signed and dated copy of that form with your registration.**

Deadline to register is Friday, November 6, 2009.

Please make checks payable to TCAH.

Mail registration form, liability release and fees to: TCAH, PO Box 152, Telluride, CO 81435

Attn: Holiday Bazaar

LIABILITY RELEASE

**Telluride Council for the Arts and Humanities
2009 Holiday Bazaar
Liability Release**

Rules & Regulations

Telluride Council for the Arts and Humanities and/or the Holiday Bazaar will not be liable for refunds or any other liability due to the area in which the Holiday Bazaar takes place, being damaged or destroyed by fire or by any other calamity or act of God, public enemy, statutes, ordinances, or any legal authority or by any cause beyond TCAH's or the Holiday Bazaar's control.

Insurance will be entirely the artists' responsibility. TCAH and the Holiday Bazaar assume no risk.

Artists are responsible for delivery, handling, erection and removal of their own area and displays. All trash will be deposited in the dumpster provided.

Artists are required to be present at their booth during all of the hours of operation of the Holiday Bazaar, unless they are volunteering during that time.

No pets are allowed at the Holiday Bazaar.

I hereby release and forever discharge Telluride Council for the Arts and Humanities, Holiday Bazaar, Telluride Artisans Guild, The Town of Telluride, all sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my participation in TCAH's Holiday Bazaar. TCAH and/or the Holiday Bazaar will not be responsible for any injury sustained by exhibitors or guest while within space designated for exhibits. Further, I understand that I store my artwork at my own risk.

Submission of work to the Holiday Bazaar constitutes an agreement to comply with all conditions set forth by TCAH for this show and to abide by Town of Telluride regulations. Any work entered in this event may be photographed for publicity purposes. All participants agree that that the work submitted is theirs. I understand that TCAH is not responsible for loss, theft or damage to person or property or myself or associates of the event. If I desire liability and property insurance, I will obtain it at my own expense.

Agreed to this ____ day of _____, 2009.

Signature: _____

Printed Name: _____