

17th Annual Holiday Bazaar

Thursday, November 15, Friday, November 16 & Saturday, November 17, 2018

Thursday & Friday: 4 - 8 p.m. Saturday: 9 a.m. to 4 p.m.

The Emerson's Holiday Bazaar is a celebration of local and regional artists. The show is a fundraiser for the historical Emerson Center for the Arts & Culture. Exhibitors display original fine art and distinctive crafts. New this year is the addition of Thursday and Friday evening held in conjunction with Broad Comedy in the Crawford Theater. The community will have a unique shopping opportunity during these pre-show times. Food and drink will also be available for purchase.

Eligibility:

All work must be original and handcrafted by the exhibitor. Products made from kits or that are commercially produced are not allowed. Applicants must submit 5 digital photos of recent work. The images must represent work that will be sold at the Bazaar. Artists must be available for all three days.

Jury Procedure:

Images are reviewed by a selection panel to make sure work is handcrafted and original. We will be looking for originality, quality, individuality, creativity, and craftsmanship. Artists will be notified of their acceptance by 5 pm on October 19, 2018

Booth Cost:

Booth size is approximate. The booth fee is: 8' x 8' space \$150.00

Exhibitors are to provide their own display materials, tables and specialty lighting. There is no extra charge for electricity but you must mark on your application that you need electricity. You must also bring your own electrical cords and power strips. Booths are set up around the perimeter of the ballroom and others are in the center of the ballroom so some will have a back wall. You may specify if you prefer a wall however, booths are assigned on a first come first serve basis, with a limited number of booths available. A maximum of two vendors may share a space. Applicants who wish to share one space may fill out one application. All structures and display materials must fit into the assigned space. Aisles must be clear of all materials.

If chosen to participate in the Bazaar the \$150 booth fee (minus the \$30 application fee) will be due in full by November 2. If you are unable to pay your full booth fee by this date, the space will be offered to another artist. Booth fees are non-refundable.

Advertising:

We advertise in a variety of ways including: Emerson website, Emerson Facebook, Emerson e-newsletter, Bozeman community events calendars, event posters etc.

Applications:

Only one application per artist may be submitted. All applications must be completed, accompanied by a \$30 application fee made payable to the Emerson. The application fee is non-refundable. If chosen, the \$30 will be subtracted from the total due. Images must be emailed, the application can be mailed or scanned and emailed, and your application fee can be paid via cash/ check or over the phone with credit card. Email: education@theEmerson.org . Phone: 406-587-9797 x 104.

Address: 111 S Grand Ave. Bozeman, MT 59715.

Information:

An approximate 8' x 8' space will be assigned to each selected vendor. Exhibitors are responsible for furnishing their own tables. The Emerson can provide chairs upon request.

- No pets may be kept in booths.
- Emerson is not responsible for loss or damage of any artistic work or display materials from any cause whatsoever.
- No late set-ups or early teardowns. Booths must be open for the entirety of the show on both days. Booths must be completely taken down by 6 p.m. on Saturday, November 17.
- Set up begins on Thursday, 11/15 at Noon and must be complete by 4 p.m.
- Wireless Internet password will be provided to vendors for access the day of the event.
- Please review the attached rules and regulations for ballroom display and hanging requirements.
- No parking is allowed in the Emerson's parking lot. The parking lot will be for customers only.
- At the end of the Bazaar, exhibitors must remove all trash from their space. Dumpsters are in the west parking lot.
- Accepted artists will receive a food ticket redeemable for one lunch & drink on Saturday provided by the Emerson.



Holiday Bazaar Application – Thursday, Friday & Saturday, November 15, 16 & 17, 2018
Application Deadline: October 12, 2018

Mail application with all materials to:

Emerson Center for the Arts & Culture, Holiday Bazaar, 111 S. Grand Ave, Bozeman, MT 59715

Email application with all materials to:

Education@theEmerson.org Questions? Contact Alissa at the Emerson, 406-587-9797 (Extension 104)

Applicant Information

Name(s)
Business Name
Address
City, State, Zip
Email
Phone
Website

Spaces will be assigned on a first come basis. Once the jury has selected the exhibitors, booths will be assigned in the order that the applications were received.

Preferences

Electricity

Electricity is available at each booth but the Emerson must be notified if you need electricity. You will need to bring your own power cord and power strip.

Do you prefer a wall?

**Please note that we may not be able to provide you with a wall.

Applications must include

- 5 digital images of work that represent items you will be selling at the 2018 Holiday Bazaar
List all art or types of products you plan to exhibit/sell
Price range of work you plan to sell
\$30 application fee

The undersigned and/or its representatives and agents release and hold harmless the Emerson Center for the Arts & Culture, its organizers, staff and volunteers from any claim that is made against the undersigned as the result of having an exhibit at the Emerson's 2018 Holiday Bazaar for any costs or damages it suffers as a result of any neglectful act by the undersigned. The undersigned also agrees to comply with all of the rules and guidelines included with his/her application as well as the set-up procedures, which will be received with your letter of confirmation.

Artist's Signature

Date

Office Use Only

Date received Payment Email of Images Received Electricity

Category

Description of work

Ballroom Rules and Regulations

1. **Decorations and signage MUST BE freestanding. Posters, signs, paintings, pictures, decorations, etc MAY NOT be adhered to the wall. Tape of any kind (painters, masking, duct, scotch, etc) is not permitted to attach items to the walls or other surfaces including the wood floor. 3M Command strips are NOT to be used.** Failure to abide by these rules will result in an immediate damage fee of no less than \$100.00. The total damage fee will be determined by the Emerson. Please check with the Emerson office staff if you have unusual plans for decorating your contracted space.
2. **Decorations or any other items are not allowed to be attached/draped in any way to the decorative lighting.** All decorations must be taken down and removed from the premises immediately following the event, unless prior arrangements have been made with the Emerson office and indicated on the contract.
3. Children must be supervised.
4. The Emerson is a non-smoking facility. Smoking outside is only permitted on the lower sidewalks. No smoking is allowed in the doorways or around the top sidewalk of the building.
5. Open flames, incense, smoking and/or pyrotechnics are not permitted in the Emerson Center for the Arts and Culture, any of its rooms or indoor facilities at any time.
11. Glitter is prohibited.
12. Sand must be contained at all times (nothing loose).