



15th Annual Holiday Bazaar

Saturday, November 19, 2016

9 a.m. to 4 p.m.

The Emerson Ballroom

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 in downtown Bozeman. Exhibitors display original fine art and distinctive crafts.

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 6 digital photos of recent work. The images must represent work that will be sold at the Bazaar.

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 if they have been selected to show and sell their work at the Bazaar.

Booth Cost:

Booth size is **approximate**. The booth fees are:

8' x 8' space	\$85.00
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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, which may be used to display items. 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. Your preference is not guaranteed and will be dependant upon the timeliness of your application entry. 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.

Advertising:

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

Applications:

Only one application per artist may be submitted. All applications must be completed, accompanied by a \$20 deposit/application fee made payable to the Emerson and mailed to 111 South Grand Avenue, Bozeman, MT 59715. Or you can email the application and images to education@theemerson.org. If chosen to participate in the bazaar, your \$20.00 application fee will be applied towards your booth fee. The application fee is non-refundable.

Information:

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

- No pets may be kept in booths.
- The Emerson Center for the Arts & Culture is not responsible for any loss or damage to 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, 9 a.m. to 4 p.m. Booths must be completely taken down by 6 p.m.
- Early set up begins on Friday, 11/18, from 3 - 5 pm and resumes Saturday, 11/19 at 7 am.
- 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. The dumpsters are located in the west parking lot.
- All artists accepted will receive a food ticket redeemable for one hot lunch and drink provided by the Emerson.



Holiday Bazaar Application – Saturday, November 19, 2016

Application Deadline: October 14, 2016

Mail application with all application materials to:

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

Questions? Call Alissa at the Emerson, 406-587-9797 (Extension 104) or email education@theemerson.org

Applicant Information

Name(s) _____

Business Name _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Website _____

Space Requests

8'x8'

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.

Other Needs

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

- An email with an attachment of 6 digital images of work that represent items you will be selling at the 2016 Holiday Bazaar sent to education@theemerson.org.
- List all art or types of products you plan to exhibit/sell
- Price range of work you plan to sell
- \$20 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 2016 Holiday Bazaar for any costs or damages it suffers as a result of any negligent 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. All reservations will be considered tentative and will not be honored until a signed agreement and security deposit are provided to the Emerson office. A security deposit is required to confirm your reservation.
2. Renters contract to use a particular space(s). All activities of the group **must** be confined to that contracted space. Hallways are to be left open for use by tenants and visitors to the Emerson.
3. All events must be over by midnight/12:00am. The Emerson's security team (Rocky Mountain Security) will do a walk through of the building to make sure everyone is out of the building and lock all doors.
4. **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. **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.
5. **No artwork in the Weaver Room, Lobby or in any other location may be touched, removed, covered, or used to hang other objects from.**
6. Please note, tables and chairs are shared amongst our three public rental spaces and there is a limited pool of furniture. **Tables and chairs must be reserved prior to your event.**
7. **Renters are expected to set up the space to be used before the event and return it to its original condition after the event. Failure to return tables and chairs to their storage spaces will result in forfeiture of the security deposit or a portion thereof.**

8. Children must be supervised.
9. 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.
10. 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).
13. Absolutely no alcohol served to those under the age of 21.
- 14. A license and permit are required for public events serving alcohol.**
Please refer to the alcohol policy for requirement details.
15. Sound and other technical assistance should be discussed with Mike Weix (539-7764) at least two weeks prior to the event. Event tech time is billed out at \$25.00 per hour. The use of sound, lighting, etc. is charged separately and will depend on your individual event needs. We are able to give a cost estimate of these services by talking with you but you will be charged if additional items are needed or added during the course of your event.
16. Currently, pianos are located in the Theater and Weaver Room. These pianos are subject to removal at any time by the Emerson. Renters cannot move the pianos or use them as a table or to store materials. Any damage that occurs to a piano during your contracted event will be repaired and charged to you.
17. Do not block the loading doors, hallways, sidewalks or exits. Please clear vehicles from the backstage garage door approach when you are finished loading into or out of the theater.