

WINTERFAIR ARTIST APPLICATION and AGREEMENT

Winterfair 2023, Friday, December 1, 2023 | 11 AM - 8 PM

<http://www.artmuseum.org/special-events/winterfair>

Event Coordinator: Molly Schiltz | 406.256.6804 x236 | events@artmuseum.org

NAME OF VENDOR: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

BUSINESS TYPE: _____

(The YAM offers NO EXCLUSIVITY option of exhibiting business categories)

Booth Space \$200 Electricity? Total Enclosed \$ _____

I do not need the table or two chairs provided by the Yellowstone Art Museum.

**Credit card payments are securely accepted at the YAM front desk or over the phone.
Checks can be mailed to Yellowstone Art Museum, 401 N. 27th St., Billings, MT 59101.**

This is a juried art show. Only artists selling their own handmade works are eligible for WinterFair 2023. **Please submit at least 3 images of your work and a photo of your booth display to events@artmuseum.org along with this application and agreement.**

This space rental agreement is between the Yellowstone Art Museum and the above exhibitor.

1. For the booth fee of \$200 the Yellowstone Art Museum will provide:
 - This fee includes a 6' table with a black linen and two chairs. If you do not need or want the supplied table and chairs please indicate above.
 - Booth spaces are approximately 8' wide and 5' deep. Size varies slight depending on location.
 - Complimentary bottled water and coffee for participating artists.
 - Artist relief (someone to watch your booth while you step away for a few minutes)
 - 10% discount for any food purchased in our Raven's Café
2. **Times:** Hours are FRIDAY 12/1/2023 ONLY, from 11– 8 PM
 - Setup will be 8-11 AM on Friday 12/1, vendors are also allowed to set up on Thursday 11/30 from 4-6 PM.
 - Tear down will be on Friday from 8-9:30 PM.
3. **Payment:** Booth payment is required with this signed agreement on or before **November 16th, 2023**. A 50% refund may apply for cancellation outside 15 days of event. No refunds will be issued for cancellation at or within 15 days of event.
4. Vendor agrees to be responsible for the set-up and clean-up of the area.
 - a. Vendor assumes sole responsibility for the cleanliness of their space (e.g. trash bags, containers, etc.) Vendor must make sure the area is cleaned as they found it by Saturday 12/2 at 10:30 AM.

5. A Liability Waiver (attached) MUST be signed and accompany this agreement before reservation of vendor booth can be considered by the YAM.
6. **Food Requirements:** Food and beverages may not be allowed in the galleries at the Yellowstone Art Museum. However, vendors exhibiting in the hallways of the museum may hand out complimentary edibles and have food and beverage.
7. **Electrical Requirements:** Booth locations with electrical connections are limited and will be distributed on a first come first serve basis. Please indicate need for 110V outlets, specifying your usage below. *We are unable to supply 220V.*

Need electricity: Yes No

All electrical equipment and needs used by vendors at Winterfair must be listed above. Electrical supply at Winterfair is limited. We reserve the right to assign electrical service in order to benefit the entire event.

8. REASONABLE USAGE CLAUSE

PLEASE NOTE: This is an ART MUSEUM. Our works of art are irreplaceable, and their protection must be considered to be of the utmost importance for any activity held on our premises. Please respect the art and the artists who created them by conducting your party accordingly and by governing the conduct of your guests. To that end, the Museum **requires** that the following guidelines be strictly observed:

- a. **All booths and materials must be placed at least 46” away from any piece of art.**
- b. All decorative material is subject to approval by the museum. Decorative material will also be inspected the day of event and usage may be denied per museum standards
- c. There is no smoking anywhere in the museum. **No food or beverages are allowed in the exhibition galleries.**
- d. No one may touch artwork on display or set tableware or personal belongings on pedestals. Art may not be rearranged.
- e. **No candles or open flames.**
- f. No decorations may be affixed to the walls without prior museum consent. Use of glitter, birdseed, rice, confetti, rose petals, or similar substances is strictly prohibited
- g. The Museum reserves the right to determine what level of use constitutes “excessive.” If so determined, you will be billed for professional clean-up and/or any damages to Museum property.
- h. The Museum must be left as you found it. All trash, personal items, and food must be removed promptly at the end of your event. For large items requiring special moving, arrangements must be made for pick-up the following day well prior to the Museum’s opening hour.

9. SET-UP / TEAR-DOWN

- a. Set-up may be performed only during the times indicted in this agreement.
- b. All equipment must leave the building before 11 am on the following day, Saturday, 12/2.
- c. The facility must be left free of food or opened beverage containers.
- d. Debris from floral arrangements must be removed.
- e. During set-up and tear-down, visitors to the museum have clear access to all of the galleries, exhibitions, stairs, and hallways.
- f. Event equipment and deliveries must enter and exit through the loading dock area doors on the southeast back corner of the building. The northeast doors by the Education Studio may not be opened except during an emergency.
- g. Museum-owned benches, piano, pedestals, stanchions, and other furniture must remain in place and may not be moved
- h. Event-related equipment must be set up at least four feet from any art exhibit. Doorways, fire exits, stairways, and hallways must remain clear—44” minimum.
- i. Exterior doors may never be propped open. Propping open doors interferes with the Museum’s strictly controlled temperature and humidity levels, established to protect the artwork.

Vendor Print Name: _____

Vendor Signature: _____ Date: _____

Authorized YAM Representative: _____ Date: _____

(Agreement will not be authorized until payment and required documents are received by the YAM)

LIABILITY WAIVER AGREEMENT

Winterfair Booth

December 1st, 2023

Event Coordinator: Molly Schiltz | 406.256.6804 x236 | events@artmuseum.org

Date: December 1, 2023

Event: Yellowstone Art Museum's Winterfair

The Yellowstone Art Museum (YAM) is allowing _____ (Vendor) to have a booth space area at the (event) Winterfair. I, the vendor, agree to assume any and all liability and to hold harmless the YAM and any of its agent(s) thereof **against any liability** that may arise due to our operation of the individual booth.

I further acknowledge that YAM or its agent(s) thereof assume no responsibility whatsoever for any damage or injuries that may occur in the operation of the booth.

I agree to list YAM and its agent(s) as additional insured on a liability insurance policy thereof assume no responsibility whatsoever for any damage or injuries that may occur in the operation of the booth.

I further agree to abide by all provisions that are stipulated in the agreement and contract.

I further agree to abide by all provisions that are stipulated in the agreement.

Name of Vendor _____ Date _____

Signature of Authorized Representative _____