



# Artisan & Vendor Application

## Dates and Hours

**November 20 & 21, 2010**

**Saturday, 10 a.m. – 5 p.m.**

**Sunday, 10 a.m. – 5 p.m.**

## Set-Up Times

You may set up on Friday, November 19<sup>th</sup> from 8 a.m. - 2 p.m. Overnight security will be provided.

## Location

The Festival of Trees will be held in the Grand Ballroom at Harrah's Convention Center located at #1 Harrah's Boulevard in Council Bluffs, Iowa. There is easy access for loading and unloading. Watch for the signs. There is plenty of free parking for visitors.

## Producer

The Festival of Trees is produced by the Bluffs Arts Council.

## Registration Fee and Space

All artisans will receive an 8' x 8' space. You will also receive a skirted 8' table, 2 chairs, electricity (\$10 extra fee) and a black backdrop.

## Refund

Anyone who cancels his or her space reservation in writing by November 1, 2010, will be entitled to a refund, provided the space is filled by another accepted artist or vendor. No refunds will be given for cancellations received after this date.

## Slides or Photographs

Artisan applications **MUST** be accompanied by 4 (four) color slides, photographs or CD's. These must be representative of the artist's handcrafted work or wares that will be exhibited and available for sale.

## Selection Process and Rules

**The Festival Committee reserves the right to determine whether an artist or vendor is appropriate for the event.** Artists accepted will be notified by October 22<sup>nd</sup> and will have the opportunity to accept or decline. If not selected, your uncashed check for display space will be returned.

**All exhibitors are encouraged to dress in a manner that is in keeping with the holiday theme.**

**Spaces are not transferable.** Any artist who has not paid the booth fee will not be allowed to exhibit.

**Artists and vendors must be onsite to manage their displays during the show.** Booths must be manned at all times.

**All sales will be conducted between the artist and the purchaser.** You are responsible for obtaining a State of Iowa seller's permit and for collecting 7% sales tax.

## Other

Your name will be listed on the Bluffs Arts Council website and in the newspaper advertising the Sunday before the show. If you donate an item worth \$50 or more to be used for our Silent Auction, your booth fee will be reduced by \$50.

# 2010 Festival of Trees

## Artisan/Vendor Application

Your Name (as you wish it to appear in publicity) \_\_\_\_\_

Contact Name(s) \_\_\_\_\_

Business Name (as you wish it to appear in publicity) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **Check all that apply:**

- Booth Fee \$175                       I plan to donate one of my pieces for the auction, so I am submitting the discounted fee of \$125. (Donated item value must be a minimum of \$50)
- I will need electricity. (\$10 extra charge.)
- I have written below the type of items that will be for sale in my booth.
- A demo will be done in my booth. Here are the details: \_\_\_\_\_  
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*For More Information, call Laural Ronk at 712-328-4992  
or e-mail at [info@bluffsarts.org](mailto:info@bluffsarts.org).  
Application can also be downloaded online at [www.bluffsarts.org](http://www.bluffsarts.org).*

Checks can be made out to : Bluffs Arts Council and sent to P.O. Box 172, Council Bluffs, IA 51502