

Montana Folk Festival Butte, MT, July 13-15, 2012 Montana Traditions Arts Market Guidelines

Application Process

- All vendors must apply each year, including vendors who have participated in previous festivals.
- Applicants must complete the application and answer all questions. Festival organizers may request clarification; failure to provide clarification is grounds for rejection.
- Applicants must submit four (4) to six (6) color photos of representative pieces of art they intend to sell; these will not be returned.
- Applications, including \$25 non-refundable application fee, must be received by March 31st. Timely applications will be considered before late applications.
- If invited to participate, the completed and signed application is due to the festival office by May 31st. Failure to meet application and/or contract fee deadlines may result in forfeiture of booth space.

Selection Process - The Montana Arts Marketplace features the juried, handmade creations of Montana's finest artists and craftspeople. It will include both deeply traditional crafts and more contemporary artistic expressions rooted in the American West experience.

A committee selects Marketplace vendors based on a set of criteria that includes: quality, uniqueness, authenticity, connection to regional culture, and artist's relationship with his or her community. The committee reviews all applications and selects vendors who best meet these criteria. Selected participants will be strongly encouraged to demonstrate, if appropriate and feasible.

Application Fee - A non-refundable \$25 application fee must accompany each application.

Booth Fee - \$400, billed to vendors upon acceptance. The booth fee covers a 10' x 10' tented space, a description in the Festival program and website, and security for Friday and Saturday night. Tables and chairs must be supplied by artists or rented from the festival. Space is reserved upon receipt of payment. Vendors forfeit space if payment is not received by the May 1 deadline.

Refunds - Refunds will not be issued for inclement weather. Refunds will not be issued for cancellations after May 1st.

Hours of Operations - Festival hours are Friday 5 pm to 10:30 pm, Saturday, 11 am to 10:30 pm, and Sunday 11 am to 6:30 pm. (Times may vary slightly, but will be within the stated time frame.) The festival goes on rain or shine. Artists must be present with their work for the duration of the festival. Artists should bring someone to help watch their booth when crowds increase.

Taxes and Insurance

- Vendors are responsible for all taxes. That said, Montana has no sales tax.
- The Montana Folk Festival disclaims any authority of control over vendors' operation. Vendors assume all rights and responsibilities for their operation's conduct.
- The MFF does not have separate vendor coverage under any insurance it may maintain.

Vehicles On Site

- For the safety of the Festival's attendees, vehicles are not allowed to move onto or within the site during operating hours and during the window before and after scheduled Festival events when attendees arrive and depart.
- Participants receive **one** parking pass for the designated vendor parking lot. Vendors must park their vehicles in this lot and may not remove the vehicle from the lot until after operating hours.
- Vehicle hours on site are as follows. Vehicles may move on site (on designated pathways) during the times shaded:

	10a	11a	12n	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
F							no vehicles on site 4p-11p							
Sa		no vehicles on site 11a-11p												
Su		no vehicles on site 11a-7p												

Booth Set-up

- Booth locations are assigned and include 10' x 10' tented space (may or may not be individual tent) and an interpretive sign (created by the MFF) explaining your art.
- The MFF accommodates special needs on a case-by-case basis; charges may apply. Vendors must address any special needs to the MFF by May 1st.

- Vendors may not trade or switch spaces, or set up in any other location.
- Booths must be set up and operational for times listed on contract.
- Permission must be granted from festival organizers before holes are dug. Vendors must fill holes dug.
- Water service is not available in the Montana Traditions Arts Marketplace.

Booth Operation Guidelines

- Vendors must restrict activities to their booth space.
- No space-sharing or subletting will be permitted, nor can the vendor assign the contract to another party.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Vendors may sell **only** the work they have been invited to sell (indicated on contract).
- The MFF encourages vendors to perform ongoing demonstrations within their booths.
- Vendors should bring tables and chairs.
- Vendors should bring lights for use after sunset.
- Vendors may not sell commercial reproductions.
- Vendors must comply with all logistical regulations.
- Although security will be provided on Friday and Saturday nights, all fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property, so vendors should obtain their own insurance.

Booth Clean-up

- Booths must remain intact and may not be dismantled until the end of the festival on Sunday.
- Vendors must take home their entire booths – including carpet, decorations display racks and storage containers.
- Booths must be dismantled by Sunday at 10 pm.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a cleaning deposit for the following year's Festival.

Vendors who violate these guidelines may be expelled and/or not invited to apply. The MFF reserves the right to amend these guidelines as needed.

In the event of a dispute, the decision of the Montana Folk Festival will be accepted as final.