

2018 Holiday Art Sale

Saturday, December 8, 2018

PLEASE READ CAREFULLY AS SOME HOLIDAY ART SALE POLICIES HAVE CHANGED

FEES AND DEADLINES

All Holiday Art Sale Vendors are required to donate 10% of total sales to the Auburn Arts Association at the conclusion of the sale on Saturday, December 8.

Payments can be made at the front office of the Jan Dempsey Community Arts Center. Failure to pay will result in exclusion from future Holiday Art Sales. Please note the 10% fee is non-refundable.

- **DEADLINE TO APPLY: Monday, November 12, 2018.**

ACCEPTANCE AND WAIT LIST

- Artists will be notified of acceptance or wait list status by **EMAIL** no later than Wednesday, December 5, 2018.
- Artists on the wait list may choose to remove themselves, but every effort will be made to include as many artists as possible. Any artists wanting to be removed from the waiting list must notify Ashley Warren at awarren@auburnalabama.org.

EXHIBIT SPACES

- Exhibitor spaces will be located in three facilities: Jan Dempsey Community Arts Center, Harris Center and Frank Brown Recreation Center. Set up time and facility location will be included in the confirmation email sent no later than Wednesday, December 5.
- Exhibitor spaces are limited. Even applications turned in prior to the deadline are not guaranteed a space.
- Each artist must bring his or her own displays, such as easels, tables, pedestals, etc. **We will not be able to provide tables at any facility.** Chairs will be available upon request.
- Holiday Art Sale committee reserves the right to accept vendors into the Holiday Art Sale based on availability of space and type of artwork. **This includes the possibility of duplicating similar items in the sale.**
- As required by law, each artist is responsible for turning in state, county, and city taxes. Tax forms will be sent via email with final confirmation packets no later than December 5.
- Power will not be available at most booth spaces, please plan accordingly.
- **Please understand that due to the large number of participants, special requests for booth locations will not be considered, under any circumstances.**

ELIGIBILITY AND STANDARDS

- All works must be original and created by the artist. Commercially manufactured items or items produced from commercial kits or molds may not be sold.
- Artist or representative must be present and sell their work throughout the entire event.

HOW TO APPLY

- Complete the application on the following page.
- Applications may be hand delivered to the Dean Road Recreation Center located at 307 South Dean Road in Auburn, emailed to **Ashley Warren at awarren@auburnalabama.org** or mailed to the address below. Please note that applications submitted any other way or delivered to any other city facility will result in delayed processing or risk of not being processed at all.
- Application packets must be postmarked no later than November 12, 2018 and mailed to:

**Holiday Art Sale
Attn: Ashley Warren
425 Perry Street
Auburn, AL 36830**

2018 Holiday Art Sale Application

Saturday, December 8, 2018

Application Number:

Medium:

Please fill out completely & PRINT clearly

Applicant Name _____

Phone _____

Business Name _____ Email Address _____

Description of items to be sold

Your application will be considered **ONLY** after you have completed this form and signed it. **Incomplete applications will not be considered.** All confirmations will be sent via email. If no email is provided, no confirmation can be sent. Regardless of if you have participated in previous years.

Please initial that you have read and agree to the following:

_____ **10% of total sales must be donated to the Auburn Arts Association at the conclusion of the sale.** Once the sale has ended, payments can be made at the front office of the Jan Dempsey Community Arts Center. Failure to comply will result in exclusion from future Holiday Art Sale events.

_____ **No tables, extension cords or additional lighting will be provided.** Chairs will be available upon request.

_____ I understand that no special requests can be made for building location or booth location.

_____ Booths are to be set up no later than 8:30 a.m. and broken down no earlier than 4 p.m. on December 8. Early set up time is provided on Friday, December 7. Early set up hours and instructions will be sent via email **no later** than December 5.

_____ Staff may not be available to assist with booth set up, breakdown, loading and unloading of vehicles. Please plan accordingly.

_____ I understand that a confirmation email with my artist placement will not be sent until Wednesday, December 5.

_____ Applications mailed to the address below, emailed to Ashley Warren or hand delivered to the Dean Road Recreation Center will be processed first. Applications delivered to any other facility **may result in delayed processing** and exclusion from the Holiday Art Sale.

_____ I understand that the Holiday Art Sale Committee reserves the right to deny any application based on the type of artwork and availability of space.

WHERE TO MAIL:

Holiday Art Sale
Attn: Ashley Warren
425 Perry Street, Auburn, AL 36830

DROP OFF AT:

Dean Road Recreation Center
307 South Dean Road, Auburn, AL 36830

EMAIL:

awarren@auburnalabama.org

PLEASE RANK THE FOLLOWING ITEMS IN THE ORDER OF IMPORTANCE: (1 being the most important) Please note that these will be taken into consideration, but not guaranteed.

_____ **Large Booth Size**

_____ **High Traffic Vendor Location**

_____ **Any Location in the Harris Center**

_____ **Any Location in the Jan Dempsey Community Arts Center**

_____ **Any Location in the Frank Brown Recreation Center**

_____ **Access to an Electrical Outlet**

DESCRIBE YOUR BOOTH SPACE

How many tables will be used in your display? _____

How many easels will be used in your display? _____

Please describe the fixtures used in your booth display _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I/we, the undersigned, for and in consideration of permission and space to participate in the Holiday Art Sale on Saturday, December 8, 2018 agree to indemnify, hold harmless, and defend the City of Auburn, Alabama, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with my/our activities preparing for the Holiday Art Sale, participating in the Holiday Art Sale or traveling to or from the Holiday Art Sale.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT.

Signature of Exhibitor

Date

Signature of Parent or Legal Guardian

Date

If Exhibitor is under the age of nineteen (19).

MUST BE SIGNED BY PARENT OR LEGAL GUARDIAN IF EXHIBITOR IS UNDER 19 YEARS OF AGE.

FOR OFFICE USE ONLY:

Date Application Received _____

Time Application Received _____

Date Email Confirmation Sent _____

Notes
