

BLUFFS ARTS COUNCIL



AT HARRAH'S CONVENTION CENTER

It's All About Creativity!

Artists/Vendor Application for Nov. 21-22, 2009

Saturday - 10am to 5pm

Sunday - 11am to 5pm

A weekend of fun and entertainment for the whole family. Folks will enjoy a large decorated tree exhibit, great children's activities, Santa Claus, a wonderful Holiday Boutique for shopping, continuous live stage entertainment and more!

Set-Up Times

You may set up on Friday, November 20th between 8:00 a.m. – 4:00 p.m. Security will be provided.

Location

The Festival of Trees will be held in the Grand Ballroom at Harrah's Convention Center in Council Bluffs, Iowa. There is easy access for loading and unloading. This is a large venue with plenty of free parking for visitors.

Producer

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

Fee and Space

All artists/vendors will receive a 10' x 10' area. You will receive a skirted table (8'), 2 chairs, electricity and a black backdrop.

Refund

Anyone who cancels their space reservation in writing by November 2, 2009, will be entitled to a refund, provided the space is filled by another acceptable vendor. No refunds will be given for cancellations received after that date.

Selection Process and Rules

The Festival Committee reserves the right to determine whether an artist or vendor is appropriate for the event. Artists and vendors accepted will be notified by October 23rd and will have the opportunity to accept or decline. If not selected, your uncashed check for display space will be returned.

Slides or Photographs

Applications MUST be accompanied by 4 (four) color slides, photographs or CDs. The slides, photos or CDs must be representative of the work or wares that will be exhibited and available for sale.

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

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

All sales will be conducted between the artist/vendor and the purchaser. Artists/vendors 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 Gala Silent Auction, your booth fee will be reduced by \$50.

Questions

Call Laural Ronk at the Bluffs Arts Council office - 712-328-4992 or Paula Steenson, Event Coordinator at 402-346-3950.

FESTIVAL OF TREES ARTIST/VENDOR APPLICATION

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

Contact Name _____

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

Street Address _____

City, State, Zip _____

Home Phone _____ Daytime Phone _____

E-mail Address _____

Artists/Vendors -- Check all that apply:

Artist/Vendor Booth Fee \$175

Non-profit organization - 501(c)(3) \$75

I want to donate an item worth \$50 or more for the Gala Silent Auction (\$50 can be deducted from your booth fee.

I have written below the type of items that will be for sale in my booth._

A service/demo will be done in my booth at no charge. I have listed the details below.

Please describe in detail what you will be offering in your booth. Include all products to be sold, given away, displayed or demonstrated. Prices must include sales tax.

Make check out to: **Bluffs Arts Council** and send to PO Box 172, Council Bluffs, Iowa 51502

For More Information:

Laural Ronk - Executive Director of Bluffs Arts Council - 712-328-4992 or lronk@bluffsarts.org
Paula Steenson - Event Coordinator - 402-346-3950 or ppresents@aol.com