

Handmade Holiday Art Bazaar

Friday, December 6, 5-8pm
Saturday, December 7, 10am-5pm



BAZAAR RULES AND APPLICATION

At the Handmade Holiday Art Bazaar, we feature all Alaskan artists whose work is high-quality, handmade, and relates to Alaska's land, people and history. To ensure each vendor table meets this criteria, before being accepted for this bazaar each artist is required to submit an application and photos representative of their work. A committee will review and accept artists that it feels meet the criteria.

1. Complete the application and return to Cindy Schumaker, TCC Operations Manager, 101 Dunkel Street, Suite 126, Fairbanks, AK 99701, cindy.schumaker@tananachiefs.org Phone: 907.459.3741
2. In your application, include a maximum of five photos or address to your artist website or Facebook page so your work can be reviewed by the committee. Photos should be of a quality that can be used in advertisements.
3. Booth fee is \$100 total. Payment by check with your application is advised. If your application is not accepted, your check will be returned. Checks should be made out to Tanana Chiefs Conference, as proceeds benefit TCC Cultural Programs. If you cancel your table by Nov 1, you receive a full refund of your booth fee. After that there are no refunds.
4. The application must be completed and signed by the artist that will be at the table. The artist's signature on the application indicates the artist has reviewed, understands, and will comply with the policies and procedures.

POLICIES & PROCEDURES

To make the bazaar successful and to ensure the safety of our staff, artist vendors and guests, the following policies and procedures apply.

1. All artist vendors must be 18 years or older, currently live in Alaska, and all items for sale must be high-quality, handmade, and relate to Alaska's land, people and history.
2. Books, photographs, CD's are considered acceptable art if being sold by the author, photographer or musician.
3. 15-20 artists will be selected to sell at the bazaar. Tables will be assigned based on order in which your application is approved AND your table fee is paid (via cash, check or credit card.) Submitting a check with your application will ensure you get a table assignment as soon as your application is accepted.

4. Artist vendors are responsible for their own set-up, sales, breakdown and clean-up. Morris Thompson Cultural and Visitors Center (MTCVC) does not provide staffing.
5. Set up time is Friday, December 6 from 2-5pm. Your table must be set up by 5pm. Take down time is Saturday, December 7 from 5-6pm.
6. Booth size is approximately 6'x6'. One table and two chairs will be provided. (If you are able to provide your own that will be appreciated.)
7. Bring your table covering, display accessories and method for accepting payment. Free WiFi is available for sales processing. MTCVC will not be able to provide change.
8. No signage or sales items shall be taped, tacked, glued, hung or leaned against the building's walls.
9. You may not run cords or wires from an outlet to your table if it is not near an outlet—it creates a dangerous situation for visitors who may trip and fall on the wires.
10. Product shall be neatly displayed. Any boxes shall be stored wholly underneath your table that is covered by a table skirt/nice tablecloth or blanket.
11. Artists must not leave a table unattended. If you need to leave the table for any reason, you must have a back-up person at the table.
12. Any type of sharp item(s) being sold must be properly secured in a locked box.
13. No food allowed at the booth. A drink with a lid is acceptable.
14. Driving on the sidewalks for loading/unloading is not allowed. Loading in via the staff/east entrance will allow you to get closest to the door. Pull up into Elder Parking, unload, and then move your vehicle into the parking lot.
15. If you are accepted as a vendor, you grant MTCVC and TCC permission to use photos of your artwork and your table for the purpose of advertising and promotion online, in print and otherwise. MTCVC and its partners will provide publicity in the News-Miner, Facebook, websites, posters and local calendars.
16. By submitting your table request, you agree to the following: You release Morris Thompson Cultural and Visitors Center, Tanana Chiefs Conference, and all of its affiliates from any liability for damage to your person or property that may occur as a result of your participation as a vendor. You are solely responsible for all of your belongings, including inventory, tables, chairs, and your vehicle. Do not leave valuables unattended.
17. MTCVC prohibits the following activities: any activity that advances a particular religious doctrine and any activity that is directed toward the success or failure of a political party, candidate for political office, partisan political group, or an event that advocates a specific ideology.
18. Artists who do not comply with these rules will be asked to remove their materials and leave the MTCVC immediately.

Zero Tolerance Policy: To protect you and all our staff, MTCVC is a zero-tolerance facility for the following behaviors. Any display of these behaviors will result in being asked to leave immediately, and future privileges in the building will be denied. Please let us know immediately if you see any of these activities.

1. No exposed or concealed weapons
2. No drugs
3. No public intoxication
4. No smoking or tobacco use
5. No abusive or obscene language or threatening behavior

HANDMADE HOLIDAY BAZAAR APPLICATION

Artist Vendor (must be 18 years or older): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell phone: _____ Email: _____

Are you able to provide your own 6-8 foot table? _____

Short Bio of you that can be used in advertisements:

What type of art will you sell at your table? _____

I have read and agree with the terms and conditions of Handmade Holiday Bazaar Agreement.

Signature: _____ Date: _____

MTCVC Approval Signature: _____ Date: _____ Table #: _____

For more info contact: Cindy Schumaker at cindy.schumaker@tananachiefs.org, 907.459.3741