

MARC



# VENDOR INFORMATION

## Dates/Times/Locations:

**December 4<sup>th</sup> & December 5<sup>th</sup>, 2015**

Show Hours: Friday 4-8pm, Saturday 10am-5pm  
 The Moab Arts and Recreation Center (MARC)  
 111 E. 100 N., Moab, UT 435-259-6272

### Eligibility:

The Holiday Art & Craft Fair accepts applications for the display and sale of handcrafted goods (i.e. paintings, prints, photography, ceramics, textiles, sculpture, jewelry, glass work, woodwork, metalwork, candles, soaps, salves, baked goods, etc.). We encourage work that is original to the craftsperson in concept, design, and creation. *No manufactured or imported goods will be given a booth at this craft fair.* If you have a question about whether or not your work qualifies, please call us at (435)259-6272. Photos are required to complete the application for all vendors, regardless of previous participation.

### Application:

- Applications are due in the MARC office **no later than November 20th, 2015.**
- Vendors may cancel their booth space & receive 100% refund if notification is received 14 days prior to the event. After this date you may send an alternate to the event without additional charge & upon approval of the MARC.
- To request a cancellation or to make a change please email [marcinfo@moabcity.org](mailto:marcinfo@moabcity.org) or call us at (435)259-6272.
- A **10% early bird discount** is given to applications received **before October 15<sup>th</sup>.**
- A minimum of **3 photos** are required. They are used to determine eligibility as well as promote the Fair. Please submit photos electronically to [marcinfo@moabcity.org](mailto:marcinfo@moabcity.org) or mail to 111 E. 100 N., Moab, UT 84532.
- Applications are not complete until application form, photos, *and* payments are received.

### Booth Space:

Booths are filled on a “first-come, first-served” basis. Two artists/crafters may share one booth. Booth sizes, when listed, are approximate. *SEE MAP BELOW FOR BOOTH PLACEMENT.*

Room & Booth Size	Numbers & Availability	Cost	Table	Type of Booth
Foyer (9'x9')	G1-G6 (6 Available)	\$100	BYO or available for rent	Art & Craft Booth
Stage Room (8'x8')	S1-S8 (8 Available)	\$70	BYO or available for rent	Art & Craft Booth
Dance Room (8'x8')	D1-D11 (11 Available)	\$70	BYO or available for rent	Art & Craft Booth
Landing Booth (6'x8')	L1-L2 (2 Available)	\$70	BYO or available for rent	Art & Craft Booth
Upstairs Card Table (3'x3')	S9-S12,D12-D15 (8 available)	\$35	Must provide your own	Art & Craft Booth
Upstairs Rectangle (2.5'x6' table)	D16-18 (3 Available)	\$50	BYO or available for rent	Art & Craft Booth
Hallway Mini Booth (1.5'x 6' table)	MB1-MB13 (13 Available)	\$25	Table included	Art & Craft Booth
Studio Food Booth	*Call about details	\$75	BYO or available for rent	Food Booth
Outside Warm Food Booth	*Call about details	\$35	BYO or available for rent	Food Booth

*\*2.5' x 6' tables are available for rent for \$5 each (limit 2/booth)*

Each vendor must provide his or her own display, equipment, and lighting. Chairs and electricity are available upon request at no additional charge. Card Table Booths must be supplied by the vendor. Mini-booth rental includes use of a provided table. All other tables requires a rental fee. Please include the cost of the table rental into your booth fee. We will refund overpayment by check if first booth choice is unavailable.

**Fundraising Space:** Local causes that do not offer an art or craft may inquire into space available *the day of the event.*

### **Taxes and Licenses:**

- A temporary sales tax license will be issued to you at no cost at the beginning of the show. The tax rate in Moab is 7.85% for merchandise & 8.85% for prepared food. You are responsible for reporting sales from this show to the Utah State Tax Commission.
- Food Vendors, please contact the Southeast Utah Health Department for more information on food handling regulations and permits. Phone: (435) 259-5602 or website: <http://www.southeastuthealth.org/environmental-health/programs/food-services>

### **Set-up and Tear-Down:**

**Friday December 4th:** Set-up is from 10:00am-3:45pm. Show begins at 4:00pm and ends at 8:00pm.

**Saturday December 5th:** Vendors may arrive as early as 9:00am. Show begins at 10:00am and continues until 5:00pm. Tear-down begins at 5:00pm. **ALL VENDORS MUST ARRIVE ON FRIDAY AND STAY UNTIL 5PM SATURDAY. NO EXCEPTIONS. IF A VENDOR DOES NOT ARRIVE FRIDAY, THE MARC RESERVES THE RIGHT TO RESELL THEIR VENDOR SPACE WITHOUT REFUND.**

### **Policies & Cancellation Agreements:**

- Exhibitors may cancel their booth space & receive 100% refund if notification is received 14 days prior to the event. After this date you may send an alternate to the event without additional charge & upon approval of the MARC.
- To request a cancellation or to make a change please email [marcinfo@moabcity.org](mailto:marcinfo@moabcity.org) or call us at (435)259-6272.
- The exhibitor assumes liability for loss, theft, property damage & personal injury and shall be responsible for the payment of any and all damages to the building, furnishings, fixtures or equipment.
- If the MARC is destroyed or damaged by fire, extreme weather event or any other situation out of the MARC's control, this agreement will be null & void and renter will receive full refund. However, the MARC will not be responsible for any incidental or consequential losses resulting from the cancellation of this agreement by the exhibitor.



**Application:** Please be thorough  
 Incomplete applications will not be accepted!  
**Due no later than November 20th, 2015**

**Early Bird Discount:**  
 10% off before  
 Friday October 15<sup>th</sup>

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_ Tax ID# or SS# \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Items for Sale \_\_\_\_\_ Price Range of Products \_\_\_\_\_

**Booth Preference (please number your top three preferences 1, 2, and 3). Booths are filled on a "1<sup>st</sup> come, 1<sup>st</sup> served" basis:**

**Art & Craft Booths:**

- \_\_\_\_ Foyer \$100
- \_\_\_\_ Stage \$70
- \_\_\_\_ Dance \$70
- \_\_\_\_ Landing Booth \$70
- \_\_\_\_ Upstairs Card Table \$35
- \_\_\_\_ Upstairs Rectangle \$50
- \_\_\_\_ Mini-booth \$25

**Food Booths:**

- \_\_\_\_ Kitchen \$75
- \_\_\_\_ Outside \$35

**Additional Requirements:**

- \_\_\_\_ # of 2.5' x 6' Table Rentals (\$5/Table, limit 2/booth)
- \_\_\_\_ Electrical Outlet Necessary (no cost, we will do our best to accommodate)

Other Requests or Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Amount Enclosed for Booth Space and Tables:** \_\_\_\_\_

**Application Checklist:**

- Completed Application
- 3 photographs. You can snail or e-mail them. **ALL CRAFTERS MUST SUBMIT 3 PHOTOS, NO EXCEPTIONS.**
- Check or money order made payable to *the MARC* for the price of booth space and table rental.  
 You may also stop by or call us at (435)259-6272 to pay by credit card (Visa, MasterCard and Discover).
- Send Applications and Photos to: The MARC, Holiday Arts & Craft Fair, 217E. Center St., Moab, UT 84532.**  
**Applications may also be emailed to [marcinfo@moabcity.org](mailto:marcinfo@moabcity.org). You may call with your SS#.**
- Read and Sign below:

I **guarantee** that all items I sell at the MARC Holiday Arts & Crafts Fair are made wholly by me and my own personal conspirators in art and craft. I am not selling mass-produced products, pyramid scheme thingies, or stuff I picked-up at a yard sale. I honor the spirit of this event and vow to do my best to make this the merriest MARC Holiday Arts & Crafts Fair ever.

I have read and agree to abide by all MARC Holiday Arts & Crafts Fair procedures. **I understand that this application does not guarantee me a space.** And here's the Legal Eagle bit; I hereby release and hold harmless the MARC from any and all liability or claims as a result of my participation in the fair, including, but not limited to: theft, personal injury, strike, public enemy, or act of God.

Signature: \_\_\_\_\_

**MARC Staff Use Only:**

Date Received \_\_\_\_\_ Date Boothed \_\_\_\_\_  
 Discount: \_\_\_\_\_ Amnt pd.: \_\_\_\_\_ method: \_\_\_\_\_  
 Contacted: \_\_\_\_\_  
 Refund \_\_\_\_\_

**Booth Space:**

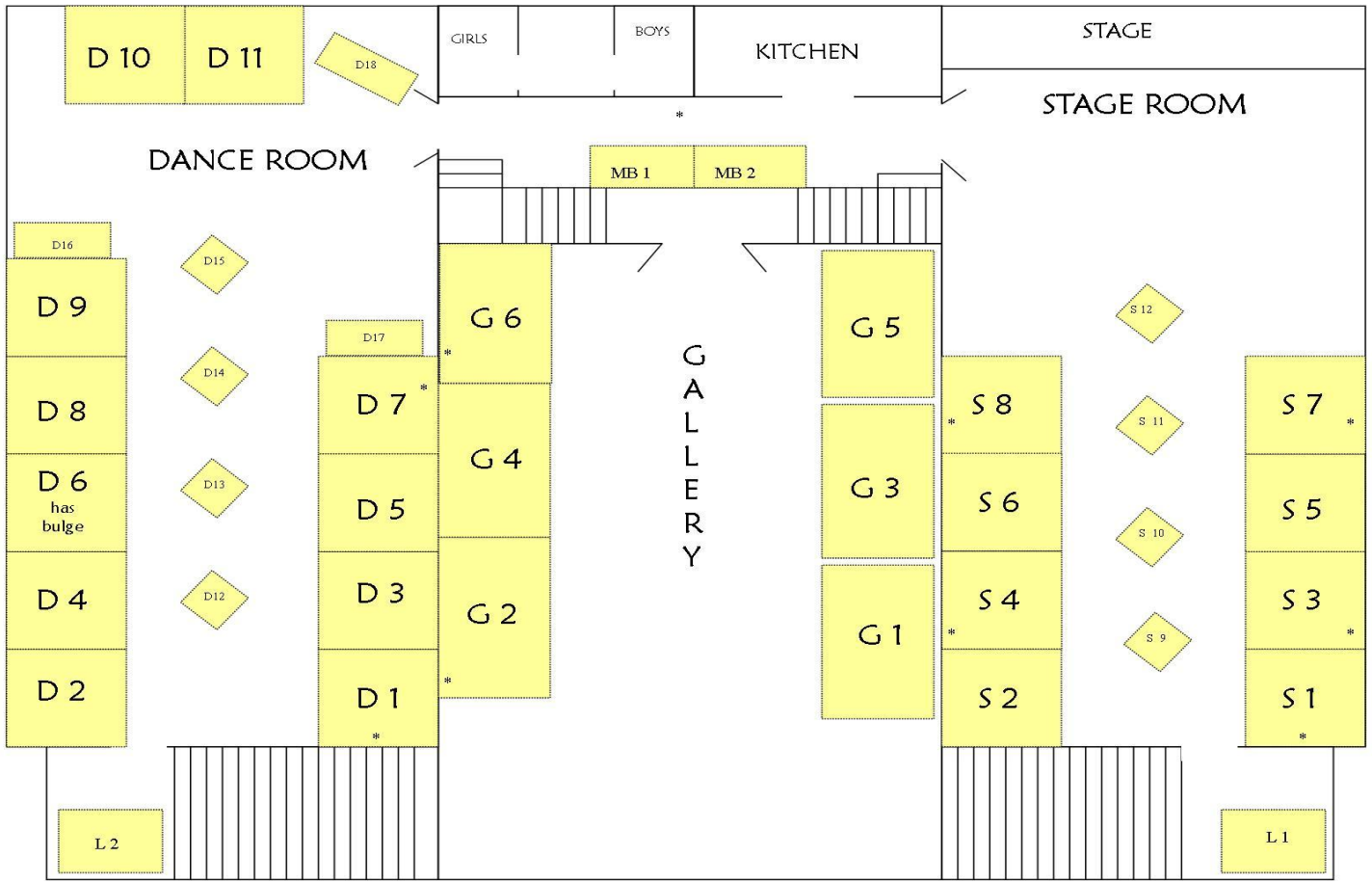
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\* = electrical outlet Not to scale



Not to scale

