ARTWORK
- Items for sale must be original creations of the artist and must be display-ready.
- While there is no price limit, vendors are encouraged to include “affordable” items to sell.
- Artists are also encouraged to bring extra pieces of artwork to fill the space as their artwork sells.
- Artists/Vendors are required to be present, or have an attendant present, in your booth throughout both days of the event.

DEMOS
Feel free to work at your booth to demo your process. We have some artists who have agreed to do demos and may set up a demo/hands-on area. TBD.

BOOTH/DISPLAY SPACE
- Booth/display space is limited and will be assigned by the event organizers.
- Cancellation deadline is June 30, 2019, with no refunds issued after that date.
- Booth/display space size is generally 10’ x 10’
- 4’ x 8’ upright black pegboard display panels, 8 foot tables, and fold-out chairs will be available for use at the venue.
- Artists may bring your own tables, chairs, and display materials. Nothing may be attached to venue walls or floor.
- Most, if not all, booth spaces will be located inside the Red Barn. The Arts Council reserves the right to add additional booth space directly outside the Red Barn.
- Artists using the upright black pegboard display panels must provide their own hanging materials.
- All display materials, including easels or small tables for prints/notecards, must fit within the designated booth/display space. Freestanding display stands (mesh panels, easels, etc.) are allowed inside your booth space but must be secured with free weights. Overhead lighting is provided inside the venue. Nothing may be attached to the venue walls, ceilings or floors. Overhead canopies are not permitted.
SET-UP/TEAR DOWN
● Set-up time for all booths/displays: Fri, July 12, from 12-4 pm.
● Take-down: Sat, July 13, between 5-8 pm.
  Booths/displays may not be dismantled before 5 pm on Sat, July 13.

TRANSACTIONS/INSURANCE
● Each artist will be responsible for handling financial transactions for your own artwork.
● Insurance is the individual responsibility of each artist/vendor.
● An ATM machine is available down the street from the venue at Ken’s Kash on Center Street in Oakley.
● Artists keep all sales proceeds, and sales tax is the sole responsibility of the vendor. The Arts Council will register the event with the Utah Tax Commission Special Event Office, however, all vendors are required to collect sales tax from their customers and remit the sales tax to the Utah State Tax Commission. This is accomplished through a Special Event Sales Tax Form; you cannot remit these taxes on your usual form. If you are accepted into the art sale and are subject to sales tax collection, the form and/or instructions on how, where and when, will be sent to you by the Utah Special Events State Sales Tax Office. Please call or email them directly with any questions you may have at 801-297-6303, http://tax.utah.gov/sales/specialevents.

OTHER
● The Arts Council will organize food and music for Friday and Saturday.
● The Arts Council reserves the right to refuse participation to artists who do not comply with event rules and regulations or do not meet event standards which include but are not limited to, following all local, city, state and federal laws and regulations. Any artist/vendor who the event staff feels is not complying with the event rules may be asked to leave and will not receive a refund.
● If something happens and you are not able to attend, please call Jocelyn as soon as possible at 413-847-0975.