



2024 KGAC Guest Artists Market Application

October 19 & 20, 2024

Saturday 10 am – 5 pm | Sunday 10 am – 4 pm

The Artists Market is open to all guest artists interested in participating beginning **May 1st**. Please fill out the following information completely and return with three product images and one image of your booth display to the Kentucky Guild of Artists and Craftsmen by **July 1, 2024**. This application should be submitted to kgacinfo@gmail.com with “Guest Artist Application” in the subject line. *There is a \$25 application fee*; All payments should be made either by check (Make payable to the KGAC) or credit card (Call the KGAC Office).

All ‘Guest Artists’ must jury for this show prior to acceptance and approval.

Name: _____ DBA: _____

Street Address: _____

City, State and Zip: _____

Phone Number: _____ Email address: _____

Medium: _____

Other shows you’ve exhibited in: _____

Guidelines & Important Information for Exhibitors:

- ❖ There is a \$25 application fee for ALL guest artists; this also applies to previous members who have lapsed in membership for more than two years. Guest Artists may only vend a singular time with the KGAC, wherein any future events you would like to attend would require holding a valid membership; You may only participate as a “Guest Artist” once with the KGAC and are no longer eligible to apply under this category afterwards.
- ❖ Notification of acceptance will be emailed by **July 15, 2024**.
- ❖ Booth fees are \$200 (with sales tax included) for each 10x10 space. Booth spaces are filled by medium, & their availability is based on a first come, first serve basis to ensure a balanced and cohesive vendor environment. Members gain priority, in addition to current Artisan Center exhibitors.
- ❖ Set- up will be Friday, October 18 from 12 pm - 6 pm and Saturday, October 19 from 7 am - 9 am. No vehicles will be permitted in the space past these times. This is a rain or shine event, so please come prepared for any and all inclement weather; It will be monitored closely by the KGAC Board & Fair Committee to ensure a successful, safe, and fun event. Booth fees are non-refundable.
- ❖ The event will take place at 200 Artisan Way, Berea, KY 40403. Load-in/out access will be via the “artwork drop-off” driveway around the north side of the building to the event area within the field. Detailed info will be sent prior to the event where you will schedule a time to load-in/out due to limited vehicle access to the space.
- ❖ We ask that everyone unload completely and immediately return their vehicles to the vendor parking area before setting up. The reverse will be asked during break-down and load-out. You will have to receive a “check-out” ticket from a volunteer once broken down in order to retrieve your vehicle for load out.
- ❖ There will be volunteers to help you with load-in, setup, load-out as well as booth sitting. Volunteers will have knowledge on how to set up various types of tents to assist artists if requested, as well as them being a vital

resource to help you during load-in/out to be quick and efficient so that there is more vehicle space for your other fellow artists to enter and exit the event.

- ❖ All items for sale must be the original work of the exhibitor. No buy/sell, imports, kits, or commercial products. Management reserves the right to remove any exhibit/exhibitor without refund and without recourse if this is the case. Items exhibited and offered for sale must be consistent with submitted images and in the accepted category only. You will politely be asked to remove any items in your booth NOT approved during the application process if they do not follow these guidelines. The standards committee will be on hand to ensure that the images that you provided are consistent with the work you are exhibiting.
- ❖ All exhibitors must have a white tent - no tarps or colored tents will be accepted. Set-up will be on grass. Exhibitors are responsible for securing their booth properly, with stakes and weights. Exhibits/exhibitors must not extend beyond allotted space. Booth displays are to be professional, neat and attractive - where tables must be covered to the ground.
- ❖ Security will be provided Friday and Saturday night by Berea Police and/or a Security Firm. The KGAC shall not be liable or responsible for any items that are lost, stolen, or damaged.
- ❖ Exhibitors are responsible for collecting and remitting sales tax to the Kentucky Department of Revenue.
- ❖ Please note that the City of Berea requires all exhibitors to have a Berea business license. Licenses may be obtained from the city's website: <https://bereaky.gov/government/city-departments/finance-department/business-license/> It is the responsibility of each exhibitor to obtain this license.
- ❖ If there are any further comments, questions, or concerns - please direct them to this year's Fair Committee Chairman, Benjamin Maddox, at (859) 221-7407 or maddoxdesignsart@gmail.com. If unavailable, contact a representative of the KGAC Board of Directors or Fair Committee Member at: kgacinfo@gmail.com

By signing and returning this registration form, I agree to be bound by all KGAC event policies, guidelines, and procedures. I agree to indemnify and hold harmless the Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, and the Staff/Officers of these organizations for any such loss, theft, damage, or personal injury I incur even if such loss, theft, damage, or personal injury results from the negligence or other fault of the Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, or Staff/Officers even with regard to claims made or lawsuits brought forth by third parties. The Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, or Staff/Officers shall not be held liable for any contractual agreement, either formal or informal, between exhibitor and buyer; any reduction in expected revenue for any reason; any injury to exhibitor or his/her family, friends, or associates. I agree to bear all risk and expense for any loss, theft, or damage to my artwork or other personal property, or injury to my person. I agree that each item I display will be my unique and original artwork.

SIGNATURE: _____ DATE: _____

I grant permission for the KGAC or a representative of the Kentucky Artisan Center to photograph or video my work while set up at the event for the purposes of event and KGAC/Kentucky Artisan Center promotion, internal review, or additional standards review.

SIGNATURE: _____ DATE: _____

*Booth spaces are \$200 (sales tax included) for each 10 x 10 space, before **July 1, 2024**.

****Any late guest applications past the deadline will be put on the waitlist by medium, and may be called upon if spots are available.**

Are you an existing artist in the Kentucky Artisan Center? (Please circle one.) YES NO

How many 10 x10 spaces will you need? _____

Total amount enclosed (Application Fee Mailed to the KGAC office): _____

KGAC Mailing Address: 137 N Broadway, Berea, KY 40403

Credit Card? Please call the KGAC office at: (859) 986-3192