

The Temple Railroad & Heritage Museum
2nd Annual
Transcontinental Art Fair

**AUGUST 19 & 20, 2017
VENDOR APPLICATION**



Name: _____

Company Name: _____

Address: _____

City/State: _____

Email Address: _____

Telephone: Home _____ Cell _____

Type of Art (please be specific): _____

Sales Tax ID#: _____ Price Range of work: _____

Credit Card Number: _____ Expiration Date: _____

Billing Zip: _____ Security Code: _____

Authorized Amount: _____

Make checks payable to: **Temple Railroad & Heritage Museum, 315 W. Ave. B, Temple, TX,**

Please note there are 2 different booth options. Please circle and indicate your choice on booth space, which you would like to have. Each option will have different requirements and will be listed below. The location for the Temple Transcontinental Art Fair is now inside the Main Hall at the beautiful Frank W. Mayborn Civic & Convention Center located at 3303 N. 3rd St., Temple Texas.

The Temple Transcontinental Art Fair is a juried show. Your photos and application will be juried by the show's committee upon their arrival. Notification of acceptance will be sent out upon approval and a spot will be reserved when payment is received in full. Partial payments will not hold booth space nor be accepted. No refunds or partial refunds for cancellations, rain outs or no shows.

Mail your completed application with payment to 315 W. Ave B, Temple, TX 76501 Attention: Art Fair or email it to ylane@templetx.gov. Call (254) 298-5450 if you have any questions.

88 Inside Booths are available in the Main Hall (Hall A-C) that has electric and air conditioning. You will be required to bring your own extension cords, tables and chairs. First come first served basis with recommendations provided from the jury. Returning Artists have first option to choose their 2017 booth space if desired – notification with paid application must be send by email to ylane@templetx.gov before May 1st .

	February 1 – June 30, 2017	June 30 – August 26, 2017
Single (10 x 10)	\$100.00	\$150.00
Double (10 x 20)	\$175.00	\$250.00
Returning Artists - Single	\$75.00	\$100.00
Returning Artists - Double	\$125.00	\$150.00

Return this signed application and enclose the following to:

The Temple Railroad & Heritage Museum, 315 W, Ave B., Temple, TX. 76501

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- Two color photos of individual pieces of your work and/or one of your works in a display or show set up. Put your name on all photos. They will be returned to you in your packet upon arrival. Photos may also be sent as jpegs through email to ylane@templetx.gov .
- Please submit a short biographical piece and a headshot which could be used for news releases, media ads, and social media.
- Check or money Order may payable to Temple Railroad & Heritage Museum for the full amount of booth space or credit card payment (see above.) Checks, money orders and credit card payments will be processed upon approval and will not be refunded or held. There is a \$2.00 fee added for credit card charges.
- 100% of all monies raised will be used to fund the museum's historical restoration initiatives efforts and operating expenses.
- This year a panel of artists will select "Best in Show" winner will be awarded a show ribbon that can be displayed at their booth and receive a free premier double booth space and two nights free hotel stay for the Temple Transcontinental Art Fair in 2018.

VENDOR AGREEMENT FORM

Agreement: I agree that the photos enclosed represent the work that I will bring to the Temple Transcontinental Art Fair. I will show only my own original work. Also, my booth staff and I will abide by the hours and parking of vehicles specified by the Show Committee as well as regulations of the show. I agree that there will be no reimbursement of booth fee in the event of cancellation, no show or inclement weather. I understand that there is no guaranteed overnight security and it is my choice to leave my booth unattended during non-show hours.

Liability Release: Merchant agrees to defend, indemnify and hold harmless the City of Temple, the Temple Railroad & Heritage Museum and it's staff, committee members, all non-merchant volunteers from any loss, harm, death, damage, claim, cause of action, liability or expense arising at or related to merchant's booth and/or activities at the Temple Transcontinental Art Fair.

Artists must comply with all safety requirements, and vehicles must be parked only in designated areas. Noncompliance will result in elimination from consideration for any future festivals.

Please note that we try to accommodate all artist requests for specific spaces and areas, and typically work on a first requested, first served basis. However, Art Fair staff reserve the right to place artists where needed in order to maintain a balanced show.

Participating exhibitors will be responsible for collecting and paying current Texas sales tax on all sales made during the show, and report them as being sold in Temple, Texas.

**To insure that only original work will be on display, a special committee has been formed to inspect the booths. Those vendors who do not comply with the guidelines will be asked to leave.*


Signature

Date

Office Use Only:

_____ *Date Received* _____ *Accepted* _____ *Rejected* _____ *Payment Reviewed*

Check in & Set Up:	Friday, August 18, 2016 between 9:00 am – 4:00 pm Artist Packets will be given at check-in. Vendors may start selling on Friday. All booths must be set up by 10:30 AM Saturday, August 19 th
Show Dates & Times:	Saturday, 10:30 am – 6 pm
	Sunday, 11:30 am – 5:00 pm
Location:	Indoor Show – Frank W. Mayborn Civic & Convention Center, Main Hall, 3303 N. 3rd St., Temple, TX 76501
Booth Spaces:	10' x 10' and 10' x 20' (There will be ample room for customers to walk around each booth.)
Application Deadlines:	June 30, 2017 <i>for early bird pricing</i>
	August 1, 2017 <i>begins regular pricing</i>
Vendor Benefits:	<ul style="list-style-type: none"> - Inside air condition VIP Area reserved for vendors only. - Friday night artist reception at the museum including exhibit viewing with beer & wine and hors d' oeuvres. - Booth sitters upon request. - Welcoming packet with coupons. - Heavy promotion of event including TV, radio and print ads. - Artist may request to be scheduled to demonstrate their art technique on the main stage at no cost. - There will be live music and entertainment. - Negotiated reduced rates at area hotels have been secured. - Plenty of parking with easy loading area.
Security:	Vendors may store their items inside the Convention Center building Friday and Saturday overnight after the fair closing. The Center is locked afterhours with a security alarm system. However, the City of Temple, the Temple Railroad & Heritage Museum and its staff and members are not responsible for any losses or misplaced items. We highly suggest you provide means to which you can bundle and label items stored inside the Convention Center.
Juried Process:	The Temple Transcontinental Art Fair is a juried show with a variety of art, artisans and crafters. The show's committee will jury your photos and application. Items should be handmade. Artists are allowed to bring and sell high quality reproduction prints. Notifications of acceptance will be sent upon review of the jury.
Show criteria:	All artists and artisans are required to stay the duration of the show.
Hotels:	<p>Make reservations early! Hampton Inn Temple \$84 plus tax a night. Contacting front desk at (254) 770-5400 with group code ART or reserve online at:</p> <p>http://hamptoninn.hilton.com/en/hp/groups/personalized/T/TPLSGHX-ART-20160826/index.jhtml?WT.mcid=POG</p> <p>La Quinta Inns & Suites Temple \$55 plus tax a night- Pets welcomed. Call front desk at (254) 771-2980 with group code Transcontinental Art Fair</p>

Special Requests:	Any special requests must be provide to the event coordinator at ylane@templetx.gov ASAP and will be honored at the discretion of the host organization. There are NO refunds on booth fees and booth fees must be paid in full.
Where to Mail in Forms & Payment and Direct Questions:	 <p>315 W. Ave. B Attention: Yvonne Lane, Art Fair Coordinator Temple, Texas, 76501 ylane@templetx.org (254) 298-5450</p>

The best time you will ever have working.

**Get on board now
before it sells out!**