



FRIENDS OF
VALLE DE ORO
NATIONAL WILDLIFE REFUGE

Hubbell House Alliance



Art Along the Rio Grande Art Fair Fundraiser

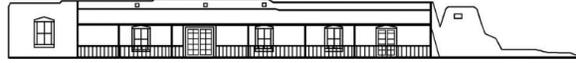
ARTIST INFORMATION

- **Our 3rd Annual Art Along the Rio Grande** is **Saturday April 27th, 2019, 10:00 AM to 3:00 PM** at the beautiful, historic Gutierrez-Hubbell House, located at 6029 Isleta Blvd. SW, Albuquerque, NM 87105.
- The artist registration form must be filled out and returned, with the registration fee to reserve a space at the **Art Along the Rio Grande** benefit art fair, supporting the Friends of Valle de Oro NWR and the Hubbell House Alliance.
- You must register by April 21st, 2019 in order to be guaranteed a spot. We are limited to 40 Artists this year!
- Mail your registration form with your \$35.00 registration fee via check or cash to the address listed in the Artist Registration Form below. To pay your registration fee by Credit Card, visit www.friendsofvalledeoro.org to sign-up online (If paying by Credit Card online, you are responsible for paying the credit card processing fee [\$1.00] for a total of \$36.00).
- Artists are encouraged to promote the event. A flyer and links to promotional information will be e-mailed to you once you are officially registered for the event unless requested earlier.
- Set-up is 8:00 AM to 9:45 AM, on Saturday, April 27th. Unloading and parking is in the south lot of the Gutierrez-Hubbell House. Once unloaded, artists will be directed to park in the vendor parking lot to leave room for event attendees. **Artists are expected to be set up no later than 10 AM and to tear down no earlier than 2 PM. Please do not arrive earlier than 8:00 AM for set-up, unless arranged prior to the event.**
- Tear-down is immediately following the end of the Show, from 3:00 pm until 4:30 PM.
- We encourage a 'nature' theme for your art, or art that represents the culture of the Rio Grande Valley. If you have questions on whether your art may qualify, please contact us.
- Last year we found that although there was a range of types and prices of art sold, the best sellers included jewelry, prints of artwork, small trinkets, as well as original pieces.
- All art must be 100% family friendly and rated G. The Friends reserve the right to remove any artwork which contains content that is considered questionable.
- Vendor space will be approximately 8'x8' with some spaces indoors and some covered outdoor spaces. There is also outdoor spaces in open areas, where you will be required to provide your own canopy, no larger than 10'x10'.
- Artists must provide your own table(s) and chair(s), along with table covers, displays, decorations, etc. All displays are to be free standing and contained within your exhibit space. **NO NAILING INTO ANY STRUCTURES.**
- **The Friends of Valle de Oro NWR (Friends) will serve as cashiers and will cash out all purchases of artwork and track the Vendor's sales (including the Vendor, the item, and the amount of the item, on a log sheet). No Exceptions!** Vendors will receive an inventory of art sold at their booth along with a check within one week of **Art Along the Rio Grande** for their art sold, **minus 20%** of your Vendor sales to be shared equally between The Friends of Valle de Oro NWR and Hubbell House Alliance. Artists will receive a receipt showing the 20% tax-deductible donation to use for tax purposes.
- Vendors will be supplied with receipts for each item sold. Artists are required to include your assigned Vendor Number, an item 'name', and item price including tax on each receipt. **Please bring a calculator to calculate tax on your sales.** The purchaser will take this receipt to the *Friends* Cashiers for payment of the item(s). When paid, the receipt will be stamped **paid**, then the purchaser will return to your Vendor booth to retrieve their purchase and the artist will keep the receipt for proof of purchase and reconciliation after the event.
- The Friends will have the ability to accept credit card payments, checks, or cash for artwork sold at the event.
- Any vendor space can be shared among artists however if a vendor space is shared, please note that one check will be written per vendor space and to the name listed above under "Name for Art Sale Payment Check." It is up to the artists sharing the space to split their proceed payment using the inventory provided. If sharing space, only one registration payment needs to be made per vendor space, and artists will all need to fit their work within the one vendor space assigned to your group. If more space is needed, we recommend registering separately.



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Art Along the Rio Grande Art Fair Fundraiser ARTIST REGISTRATION FORM

Name/Business: _____

Name for Art Sale Payment Check: _____

Address: _____

E-Mail Address: _____

Contact Phone Numbers: _____

Art Medium: _____

Special Notes: _____

Vendor Space Preference: Indoors (8'x8') Outdoors under cover (8'x8') Outdoors with Own Canopy (10'x10')

Are you Sharing your Vendor Space? Yes No **Name of other Artist:** _____

If you are sharing your vendor space with another artist, please note that one check will be written per vendor space and to the name listed above under "Name for Art Sale Payment Check." It is up to the artists sharing the space to split their proceed payment using the inventory provided. If sharing space, only one registration payment needs to be made per vendor space, and artists will all need to fit their work within the one vendor space assigned to your group. If more space is needed, we recommend registering separately.

Check-Out & Terms Clause: Yes, I understand that this event is a fundraiser for the Friends of Valle de Oro NWR and the Hubbell House Alliance, and therefore agree to allow the Friends of Valle de Oro NWR to cash-out all sales of my artwork the day of the event with the understanding that an inventory of artwork sold along with a check will be mailed to me within one week of the event for the total amount of my artwork sales minus 20% (to be split as a donation to the Friends of Valle de Oro NWR and the Hubbell House Alliance). I will not accept payment for my artwork during the event, and agree to follow this check-out process. By signing & submitting this Artist Registration Form, I am Agreeing to the Terms listed here and in the *Artist Information* above.

Signature: _____

Be sure to include your \$35 Registration Fee along with this Form in order to reserve your spot!

Return this registration form to: Friends of Valle de Oro NWR, 7851 2nd St. SW, Albuquerque, NM 87105.

Or you can register and pay by Credit Card online at www.friendsofvalledeoro.org

With any questions, please contact the Art Fair Committee at:

505-225-1604 or artfair@friendsofvalledeoro.org.

This phone line is checked several times a week for voicemails, so be sure to leave a message.