



2017 Ouachita Arts Celebration Vendor Application & Rules and Regulations

Application Process: Applications from new vendors must be accompanied by three slides or photos, two (2) close-ups of your work and one (1) of your display. All work must be hand crafted and only unique work will be accepted.

Commercial products and buy-sell merchandise will not be accepted. Vendors found to have buy-sell merchandise will be asked to leave the event, and will be disqualified from the next year's event.

Application Period: Applications will be accepted beginning on September 1 with a deadline of Oct. 7, 2017 with notification within 2 weeks of receipt of application. Booth spaces are limited in number so applications will not be accepted after spaces are filled.

Selection Process: The jury committee reserves the right to accept or reject entrants on the basis of the photos of merchandise submitted.

Fees: The fee for a 12 x 12 single space is \$35. The fee for electricity is an additional \$10.

Space Assignments: All spaces are located on concrete. While the OAC Committee makes every effort to insure space assignments they cannot be guaranteed. The OAC Committee reserves the right to modify space assignments as may be required.

Setup may begin after 7:30 a.m. on Saturday, November 4. Booths must be setup and staffed by 10:00 a.m. and remain so until the close of the show. Vendors that depart before the end of the show will be disqualified from the next OAC event unless prearranged. Vendors should have all product and display moved off the street by 5 p.m. so that the street can be reopened to automobile traffic.

Vendors are responsible for their own tents, tables and displays. No stakes allowed. Tents must be weighted down. Please do not leave behind any garbage or refuse at your booth. At the end of the day please place your trash in the trash cans located on Mena Street.

Vendor Parking: There is parking available on side streets and streets running parallel to Mena Street. Handicapped vendor parking is available in the parking lot at the corner of Mena and Maple Streets next to the Ouachita Little Theater.

Some vendors may have special arrangements with private property owners for parking. It is the responsibility of the vendor to negotiate any parking arrangements with private property owners.

No vendor vehicles or trailers will be permitted to park on the two blocks of Mena Street between Janssen and Port Arthur; there will be no exceptions.

Other information:

1. Sales Taxes- All vendors will be expected to collect sales taxes during the OAC and report the amount collected on forms provided in the Vendor Packet. Each Vendor is expected to present to an OAC representative at the Mena Art Gallery the appropriate tax amount enclosed with their report in the envelope provided. OAC will remit this (unopened) to the Arkansas Department of Finance and Administration.
2. There are no rain dates or refunds due to inclement weather.



2017 Ouachita Arts Celebration Vendor Application

Please complete this entire form and bring it to the gallery at 607 Mena Street or mail along with your photos and check to: P.O. Box 871, Mena, AR 71953

***** Application Deadline: October 7, 2017 unless all booth spaces are sold prior. *****

This is a one day event. 12 x 12 single space = \$35 Electricity: \$10

- ❖ OAC Date/Time: Saturday, November 4, 2017; 10:00 a.m. to 4:00 p.m.
- ❖ The OAC Committee reserves the right to deny any application. OAC will refund the entry fee to any artist whose application is not accepted. No refunds will be made to artists who are accepted but later withdraw or are otherwise unable to attend.

Contact information: (Please print clearly)

Name: _____

Address: _____

City/State: _____

Phone number: _____ Email: _____

Enclosed is a check or money order in the amount of: _____

I have read and agree to the Rules & Regulations governing the OAC.

Signature: _____ **Date:** _____

The Ouachita Arts Celebration and its partners are not responsible for any loss or damage to vendors property or art work. It is recommended that you obtain your own liability insurance for this event. Your entry into this exhibition constitutes agreement with these terms and conditions.

Vendors grant the Ouachita Arts Celebration the right to take photographs of them in connection with the above identified event. Vendors authorize the Ouachita Arts Celebration its assigns and transferees to copyright, use and publish the same in print and/or electronically. Vendors agree that the Ouachita Arts Celebration may use such photographs with or without identification and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content.

Ouachita Arts Celebration is organized by Mena Art Gallery/SouthWest Artists, Inc. For more information visit the facebook page – Ouachita Arts Celebration, www.menaartgallery.org, or call 479-394-3880.