**Art Along the Rio Grande Art Fair Fundraiser**

**VENDOR OVERVIEW**

- **Our 4th Annual Art Along the Rio Grande** is Saturday April 25th, 2020, 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 and registration fee paid by April 18th, to reserve a space.
  - Mail your registration form with your $35.00 non-refundable registration fee via check or cash to the address listed in the Artist Registration Form. To submit your Artists Registration Form online and pay the registration fee by Credit Card, visit www.friendsofvalledeoro.org. If you register online, you are responsible for paying the credit card processing fee of $1.00 for a total of $36.00.

- This event is a fundraiser for the Friends of Valle de Oro National Wildlife Refuge and the Hubbell House Alliance, so we charge 20% of wares sold at the event in addition to the $35.00 non-refundable registration fee.
  - We set a low registration fee and then receive 20% of art sales after the event to support new artists who may not have credit card processing systems, as well as to share the risk of participation. By taking 20% of sales after the event, we share in the success of your sales, as opposed to charging a larger flat fee.

- The Friends of Valle de Oro NWR will serve as cashiers and will cash out all purchases of artwork and wares. There are No Exceptions to this cash-out process! Therefore, artists are not allowed to process their own payments for art sales.
  - The Friends will track all sales on a log sheet by Vendor Booth Number. 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.
  - Artists are responsible for understanding, charging and reporting their own tax burdens.
  - The Friends will have the ability to accept credit card payments, checks, or cash for artwork sold at the event.

- **Event Logistics**
  - Set-up is 8:00 AM to 9:45 AM, on Saturday, April 25th. Artists are expected to be set up no later than 10 AM and to tear down no earlier than 3 PM. Do not arrive earlier than 8:00 AM for set-up, unless previously arranged.
  - 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.**
  - All art must be 100% family friendly and rated G.
  - Event coordinators reserve the right to remove any artwork which contains questionable content.

- **Vendor Spaces**
  - Vendor space will be approximately 8’x8’ with limited spaces indoors (restrictions apply for indoor spaces) 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.
  - Please review the full Artist Information and Rules document for details on display restrictions at this venue.

- **You can view the venue and location of vendor booths** and discuss your exhibition needs. Appointments can be made by calling 505.244.0507 or by visiting during museum open hours, Tues-Sat, 10:00 am–2:00 pm.

With any questions, please contact the Art Fair Committee at: 505-205-5926 or artfair@friendsofvalledeoro.org. This phone line is not answered but monitored for voicemails, so be sure to leave a message.

**BEFORE SUBMITTING YOUR ARTIST REGISTRATION FORM, PLEASE REVIEW THE FULL ARTIST INFORMATION AND GUIDELINES POSTED ON THE ART FAIR EVENT PAGE AT WWW.FRIENDSOFVALLEDEORO.ORG**
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: ______________________________________________________________________

Notes or Accommodation Requests: __________________________________________________

Are you Sharing your Vendor Space? □ Yes □ No  Name of other Artist(s): __________________________________________________________________

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.

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

Raffle Donation: □ Yes □ No  I am interested in donating artwork or wares to be raffled at the event to additionally benefit the Friends of Valle de Oro NWR and the Hubbell House Alliance

Check-Out & Terms Clause: 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). By signing & submitting this Artist Registration Form, I am agreeing to the terms listed in the Artist Information and rules found at www.friendsofvalledeoro.org. I agree to not accept payment for my artwork during the event, and to follow this check-out process.

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:
505-205-5926 or artfair@friendsofvalledeoro.org.

This phone line is not answered but monitored for voicemails, so be sure to leave a message.