



2024 Pop-up Holiday Art Market Artist Guidelines

FEES

- 8ft table: \$50
- 8ft wall space: \$50
- 8ft booth (table + wall space): \$100
- 6ft table: \$37.50
- 6ft wall space: \$37.50
- 6ft booth (table + wall space): \$75
- Shared artist fee (only one additional artist per table/wall/booth space permitted): \$25

GUIDELINES

- All items sold must be hand-crafted and the artist's original design/concept. No manufactured items shall be included.
- Booth spaces: If your booth space comes with a table, GallupARTS will provide a 6-8ft long folding table with black tablecloth. For wall spaces, GallupARTS will provide nails, thumbtacks, and a hammer for artists to use for display installation purposes. Artists must provide their own additional display materials/equipment. If an artist needs electricity or any other special accommodation, they must notify GallupARTS in writing within 10 business days of their acceptance into the Market.
- Artists are responsible for their own set-up and tear-down. Display setup will be Thursday and Friday, November 21 and 22 between 1 and 6pm. Display teardown will be Friday, December 27 from 1 - 6pm.
- All artworks must be individually labeled. If artist fails to provide individual artwork labels, GallupARTS may refuse to make sales.
GallupARTS will not take a commission on sales.
- GallupARTS will only accept payments made by cash or check.
- Sales tax is the sole responsibility of the artist.
- Artist agrees to indemnify and hold harmless GallupARTS and its affiliates, and its respective officers, directors, agents, employees and volunteers from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of, or relating to, participating in the Pop-up Holiday Art Market.
- Artist acknowledges that GallupARTS has informed him/her that he/she is responsible for carrying insurance for artwork in the Pop-up Holiday Art Market for the duration of the Market. Artist accepts personal responsibility for insuring his/her artwork while in the Market.
- Booth fees are nonrefundable, unless in cases of emergency as determined by GallupARTS.
- GallupARTS will administer artist payouts within 10 business days of the Market closing date.