

Arts Council of Livingston Parish

Holiday Marketplace

Gallery Rules and Guidelines

Please read, sign and submit this form when you deliver your items. Keep a copy for your records.

1. Vendors seeking to participate must be individual members of ACLP and submit an application for approval.
2. Selected participants will be notified by the Arts Council and given a space assignment.
3. Subject matter must be suitable for family viewing. No portrayal of violence or nudity will be allowed. Items exhibited will be at the discretion of the board.
4. Items must be identified with labels. Labels should include name and sale price and must be **secured** to the item.
5. Vendors are required to provide an inventory/price list that corresponds with items in their space.
6. Items should be securely wrapped. No zip bags allowed. Please use a cellophane sleeve for greeting cards.
7. Vendors are responsible for their own display and expected to install and take down their items.
8. You may bring small tables, containers, and boxes or baskets to include in your display.
9. Any items that can be hung on the wall should include a wire to hang securely.
10. Please keep your space festive and professional in appearance.
11. The Arts Council of Livingston Parish will do its best to protect artwork and other items from theft or damage. However, all liability and insurance for work left on display is the sole responsibility of the vendor.
12. The Arts Council of Livingston Parish will remit payment to vendor at the first and the 16th of the month.
13. Items must be picked up by the final pick up date stated below. On the 30th working day it will then become the property of the ACLP. (Working Day means days ACLP is open.) Call the Arts Council if special arrangements need to be made for drop off or pick up: (225) 664-1168.
14. Press release statement: The vendor gives permission to the Arts Council of Livingston Parish and any agency or website affiliated with ACLP to photograph items for publicity purposes only. Otherwise, vendor is required to provide materials for publication.

I have read and agree to all requirements and will abide by all of the above. I hereby release the Arts Council of Livingston Parish from any legal liability regarding the exhibit of my work.

Install **Dates:** October 23rd thru 26th and October 30th thru 31st

Pick up **Dates:** December 21st thru 28th (during normal business hours – unless alternate arrangements are made)

Vendor's Name: (Please Print) _____

Vendor's Signature: _____ Date ____/____/____

This section to be signed when you pick up your items:

Pick up Date ____/____/____ Vendor's Signature _____

**ARTS COUNCIL OF LIVINGSTON PARISH
ART GALLERY AT 133 HUMMELL STREET
DENHAM SPRINGS, LOUISIANA**

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

DESCRIPTION OF PIECES _____

DATE OF MARKETPLACE _____

FOR EACH ITEM OR TYPE OF ITEM, LIST THE FOLLOWING INFORMATION:

1. NAME AND DESCRIPTION OF ITEM(S) _____

PRICE _____

2. NAME AND DESCRIPTION OF ITEM(S) _____

PRICE _____

3. NAME AND DESCRIPTION OF ITEM(S) _____

PRICE _____

4. NAME AND DESCRIPTION OF ITEM(S) _____

PRICE _____