



**FRIENDS OF  
VALLE DE ORO**  
NATIONAL WILDLIFE REFUGE

**Hubbell House Alliance**



## ARTIST INFORMATION

- 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 registration by April 16th, 2018 in order to be guaranteed a spot. We are limited to 40 Artists this year!
- Mail Registration form with \$25.00 registration fee via check or cash to the address listed in the Artist Registration Form below. To pay your registration free by Credit Card, call Aryn LaBrake at 505-750-3383 (If paying by Credit Card, you will be responsible for paying the credit card processing fees for a total of \$25.85).
- **Art Along the Rio Grande** is Saturday April 28<sup>th</sup>, 2018, 10:00 AM to 2:00 PM at the beautiful, historic Gutierrez-Hubbell House, located at 6029 Isleta Blvd. SW, Albuquerque, NM 87105.
- 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, Saturday, April 28<sup>th</sup>. Unloading and parking is in the south lot of the Gutierrez-Hubbell House. **Artists are expected to be set up no later than 10 AM and to tear down no earlier than 2 PM.**
- Tear-down is immediately following the end of the Show, until 3:30 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.
- Exhibit space will be approximately 8x8' with some spaces indoors and some covered outdoor spaces. There will, also, be outdoor spaces in the open, where you will be required to provide your own canopy.
- Please 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** at the *Friends* booth and will track the Vendor's sales (including the Vendor, the item, and the amount of the item, on a log sheet). Vendors will receive 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.
- 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 art work sold at the event.



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## ARTIST REGISTRATION FORM

Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Art Medium: \_\_\_\_\_

Vendor 'Space' Preference:  Indoors  Outdoors under cover  Outdoors with own canopy

Commercial Spot Option: Yes, I am interested in a 5-minute commercial spot at the event where I will be required to get on stage and promote my artwork

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Be Sure to Include your \$25 Registration Fee along with this Form in order to reserve your spot!**

**By submitting your Artist Registration Form, you are Agreeing to the Terms listed in the Artist Information Above**

**Please return registration form to: Friends of Valle de Oro NWR, 7851 2<sup>nd</sup> St. SW, Albuquerque, NM 87105.**

**With any questions, please contact Wren Walraven at [ahappywren@gmail.com](mailto:ahappywren@gmail.com) or Aryn LaBrake at 505-750-3383 or [aryn@friendsofvalledeoro.org](mailto:aryn@friendsofvalledeoro.org)**