

Arizona Transaction Privilege Tax Licenses

All vendors participating in the GMJA Show must have a current AZ State Transaction Privilege Tax (TPT) license. Prospective vendors must submit a copy of their TPT license with their application packet. **Application packets will NOT be accepted without them. No exceptions.**

Merchandise Allowed

GMJA is dedicated to providing the consumer with quality merchandise. Merchandise must be hand-made by the participating Artist. Incidental findings (catches/closures, ear wires, beads, chains/neckpieces) are exempt from this requirement. We do not accept Artists who are selling new, mass-produced items, or items made by other than the participating Artist. GMJA reserves the right to remove items if an Artist chooses to set up new, mass-produced items, or items made by other than the participating Artist (*i.e.*, selling items for a friend/associate, etc.). Artists agree to provide GMJA a description of the general content of their merchandise.

STRICT ENFORCEMENT: GMJA will strictly enforce this policy regarding manufactured products and/or products not made by the artist. Anyone who is found with a suspect product will be asked to remove that product from his or her display and cease selling it at our Event. Anyone who does not comply with this request will be removed from the Event with no refund. In cases where the GMJA Show committee believes all products to be manufactured, expulsion from the show is immediate, with no refund.

Table Space

Table space allocation will be made on a first-come, first-paid basis. Every effort will be made to accommodate the number of tables requested by each vendor. If a conflict arises due to a limited number of tables, the Artist will be contacted by the Application Coordinator. The Elks Theatre is a new venue for us. Please check the table layout & select your 1st and 2nd choices. We will try to accommodate. Chairs and the 6ft tables, listed in the diagram as the "T" tables will be provided by the Elks.

This year, in keeping with our mission to further education, we are donating a table to Yavapai College jewelry students.

Display

No artwork, displays, or other objects are to be leaned on or affixed to the walls, doors, or windows. All boxes, bags, and other items that are not artwork for sale or packaging must be placed under display tables out of public view. Displays must remain in the confines of the allocated space. Artists will be asked to take down any items that are in designated walkway areas.

Lighting

Although there are overhead lights and large windows in The Elks Theatre, display lighting for each Artist's table is highly recommended. Please bring your own table lights and electrical cords to connect to the main electrical cords which will be provided by GMJA.

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Artists may not place electrical cords across designated walkway areas unless approved by the coordinator and secured.

Lunch and Drinks

No food offerings are provided by the Elks. Please bring your own lunch & drinks.

GMJA Member Versus Non-Member Applicants

GMJA members in good standing (dues must be current) are given first priority from March 24 to April 28, 2024. Beginning April 29, 2024, if tables remain unsold, non-members may submit applications for consideration. Non-members applying must be "juried in" prior to their being accepted for participation. A Jury Fee will be required for all non-GMJA members.

For Non-members, two (2) photos of the Artist's recent work must be included with their application packet to the Show Application Coordinator, Gail Trembly, at:

chesterbird12@gmail.com. If you have questions about photos, contact Gail. She will contact the non-member applicant with the jurying results.

Refunds for an artist who has been accepted but find they cannot attend: Artists who find they cannot attend after submitting and being accepted will not be allowed to find their own replacement. **Refunds will be given for the amount paid minus a 25% handling fee if the cancellation is received on or before July 1, 2024. The Artist will NOT be given any refund if they cancel after July 1, 2024. The reason for this is that monies for the show will have already been spent by that time.**

Artists Must be Physically Present During the Show to Participate. The Artist signing the contract is expected to be present at the Show & Sale. The public expects the Artists showing and selling their work to be present for the show to explain their work. Having someone "man the booth" while the Artist is elsewhere (except during short rest periods, such as bathroom breaks or lunch) during the show is prohibited.

Sharing Table Space

Artists who wish to share a space may do so. Each Artist is considered a separate entity and each is required to **have a State TPT number**. A maximum of two (2) Artists are allowed per table. The table fee may be split between the two Artists sharing the table. A separate agreement packet must be completed and signed by each Artist participating in the show, even if they are sharing a table. A Jury Fee will be required for all non-GMJA members even if they are sharing a table with a member. Payment of all fees is required upon submission of the agreement.

Artists' Sales and Sales Tax

Artists are responsible for the sales of their merchandise and are expected to maintain their own bank. State, County, and City sales taxes are the sole responsibility of each

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Artist. The total tax rate to charge as of January 1, 2024 is 8.35%. This may change, so for more information, visit <http://www.azdor.gov>

Setup/Tear-down

Setup is from 6:00-9:30 AM on day of show, Saturday, August 17th, 2024. We will have volunteers to help you unload and then load at the end of the show.

Please bring a tablecloth(s) to match your table size.

Artists are expected to be ready to receive customers at 10:00 AM and are expected to remain set up until the show ends at 3:00 PM. Artists who begin packing up early may be excluded from future GMJA shows. All Artists' spaces must be broken down and emptied by 6:00 PM. Artists are expected to leave spaces free of trash or other debris upon leaving. Please bring a plastic bag for your space for any trash you may have.

Advertising

One of the benefits of our GMJA show is that we advertise throughout the Quad City area. We will display banners on Elks Theatre railings on Gurley Street, run feature articles/advertisements, place street signage, distribute postcard/posters, plus include listings in online calendars and social media. In order to feature the participating Artists, we require two (2) high-resolution photos of two different pieces of your work on a neutral (black or white) background.

We are expanding out social media this year and will also post our SAVE THE DATE postcards in June and early August to our extensive email list.

File Format: **jpeg**

- Deadline for your image to be included on the postcard is **May 10**
- Attach files and send to: Hilariestrong@gmail.com

Questions

Any questions may be asked by emailing Susie Straussner at sstraussner@outlook.com, or Gail Trembly at chesterbird12@gmail.com -

Free From Liability Statement

I (please print name) _____ have read and agree to abide by the rules and regulations, which I received with my application. I understand that the booth must be staffed at all times when my items are on display and that I may not spread out beyond my allotted space. I agree to have my merchandise on the property at my own risk. I understand that GMJA does not guarantee security of merchandise and that on-site security is not provided.

In addition, I hereby release and hold harmless the *GRANITE MOUNTAIN JEWELRY ARTISTS* from any and all liability, including, but not limited to theft, personal injury, bodily injury, strike, public enemy, or act of God, and to further indemnify it for any damages arising from my conduct at the *GMJA ANNUAL SHOW & SALE*. I further understand that I am liable for any charges resulting from damage done to the venue by my failure to follow the rules and regulations. Further, it is mutually agreed that no amendments, alterations or variations of this agreement shall be valid unless made in writing and agreed to and signed off on by both parties.

Printed Name: _____

Signature: _____

Date: _____