



40th Annual

Autumn Art & Craft Show

Invitation Letter

The Autumn Art and Craft show is on Saturday, October 26, 2024 at the Helena Civic Center, in the ballroom, located at the corner of Neil and Park Ave. The show hours are 9:00 am – 4:00 pm.

When applying for this show please make sure you have completed and signed the application, and enclosed the proper entry fee. Entry fees are deposited only if you are accepted into the show. Incomplete applications are returned. You are welcome to resubmit a completed application.

The Autumn Art & Craft Show is a juried show for handmade items. There are about 90 spaces available at this show. Please make sure you send or email pictures, social media page(s) or a web site. Some of you have attended the show for many years. It is still important for you to send or email pictures, social media page(s) or a web site of your items. We are always looking for new ideas, and unique products to include in the show. You have a greater chance of getting in the show if you have a new and unique product.

Receipts will be sent out by the end of August. If the show is not completely filled at that time applications will be accepted until the show is filled. Categories for a show can fill up before the show is filled up. The spaces on the main floor are: 8' x 8', 10' x 8' and 12' x 8'. The space size on the north side of the mezzanine are 10' x 10', the south side is 12' x 7'. The mezzanine is accessible by two staircases, an elevator and a ramp. If you have a special request, please tell me the area or type of space. The space numbers do change from year to year. If it is only a preference, please specify that and I will find the next best available space. I always try to fill your request but sometimes many crafters are requesting the same space or same type of space. Since there are a variety of spaces and costs please enclose enough for that preference. If only larger or smaller spaces are available, I will contact you before assigning a space.

The Civic Center is a non-smoking building. If you plan to smoke during the show and exit out of the side parking lot doors you must close the doors behind you so that smoke does not come into the building. You will have to enter through the front entrance upon returning.

Admission to the show is \$5.00, children 12 and under are free. One exhibitor stamp will be provided Saturday morning for each space purchased. Your stamp will allow you to leave and re-enter the Autumn Art & Craft Show during show hours without paying admission. Family members and friends must pay admission. Your displays, merchandise, chairs and anyone who plans to help you sell your product must fit inside the space you purchase.

Set up times on Friday are from 4:30 pm - 7:30 pm., and Saturday morning from 6:30 am - 8:45 am. If you are not set up by 8:45 am on Saturday you will forfeit your space. The entrance doors will be locked between 8:45 am and 9:00 am. During that time, you will only be able to leave but not enter the building.

Parking during the show hours is limited to the parking garage for vehicles. Parking is FREE. Oversized vehicles can park on the east side of Getchell. The parking garage is less than a block away. The streets around the Civic Center and the parking lots adjacent to the Civic Center are for your customers. If you cannot fit your entire inventory in your booth, please know that you will have to walk that distance to restock.

If you still have questions and need to contact us, please contact by email: Bigskyshows_MT@yahoo.com or you may leave messages at: 406-459-9506

40th Annual Autumn Art & Craft Show

Saturday, October 26, 2024

Helena Civic Center Ballroom

Set up times: Friday, 10/25/2024 4:30 p.m. - 7:30 p.m. Saturday, 10/26/2024 6:30 a.m. - 8:45 a.m.

Show time: Saturday, 10/26/2024 9:00 a.m. - 4:00 p.m.

Space: Main floor = 8' x 8', 10' x 8' and 12' x 8' Mezzanine = 10' x 10' or 12' x 7'
Mezzanine spaces ARE handicapped accessible by elevator.

Entry Fee: \$90.00 - \$125.00 Add \$2.00 per outlet if electricity is needed on main floor. There is no charge for electricity in the mezzanine.

Table Fee: is \$7.50 for an 8' x 2'6" table. If you order a table on your application this fee is not refundable if you do not use it. One chair will be included with each space. Please note on app if you would like a chair in your space, additional chairs are \$1.00.

CONDITIONS OF ENTRY:

TERMS OF PAYMENT: Registration form must be completed in full, signed, and returned with payment enclosed to the address on the application. **Cancellation will result in forfeiture of fee, no exceptions!** Returned checks will be charged \$25.00. Any litigation or collection action that is taken by to collect fees will be paid by applicant. This show features handmade items only. You must send pictures, slides or web site of items you intend to display. If you would like pictures returned, please send self-addressed stamped envelope along with application.

LIABILITY: Neither, Big Sky Art & Craft Shows or Helena Civic Center will be responsible for injury, loss or damage that occur to the lessee on signing the contract, the exhibitor expressly releases the aforementioned from any and all claims for such loss, damage or injury. By signing this application applicant indemnifies and holds harmless both the Helena Civic Center, and of any claims.

FOOD: All food sold at the craft show must be cleared with Lewis & Clark County Health Dept. It is up to the vendor to ensure that you have appropriate license.

COPYRIGHT INFRINGEMENT: Is not allowed. You must have a license agreement to sell any item that has trademark or copyright. Any suspicious items will not be allowed in the show.

PACKING OUT: Please wait until 4:00 before packing out of the show. Packing out before the end of the show will disqualify you from future shows.

FIRE RULES AND REGULATIONS: Fireworks, explosive materials and open flames are not allowed. All rules and regulations relative to public law must be adhered to. All shows are non-smoking shows. Aisle space is controlled and regulated by the fire marshal.

PARKING: All vendor vehicles must be removed from the Civic Center parking lots during show hours. During show hours please park your vehicles in the Getchell St. parking garage. Parking is FREE. The parking lots are reserved for your customers.

Failure to follow CONDITIONS OF ENTRY COULD RESULT IN EXCLUSION FROM FUTURE SHOWS

Bigskyshows_MT@yahoo.com
www.bigskyartandcraftshow.com

40th Annual Autumn Art & Craft Show Application
10/26/2024

Return this form with payment and pictures, slides or website address to:
Big Sky Shows P.O Box 2021 East Helena, MT 59635

NAME: _____

BUSINESS NAME: _____

PHONE: _____ email: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ITEMS TO BE SOLD:

% Of item that is handmade by yourself (please explain): _____

Preferred space: (write number of spaces on the blank in front of the size requested)

Main floor: 8 x 8--> (\$ 90.00) _____ 10 x 8--> (\$110.00) _____ 12 x 8--> (\$125.00) _____

Mezzanine: 10 x 10--> (\$90.00) _____ 12 x 7--> (\$90.00) _____

Tables are 8' x 2'6" \$7.50 (non-refundable) TABLE: _____ (yes or no) Quantity _____

No charge for ONE per space, additional are \$1 each CHAIR: _____ (yes or no) Quantity _____

Please mark yes or no if you would like the chair that is included with each space, plus any additional chairs

(Electricity is available at no charge in the mezzanine.) ELEC: _____ (\$2.00)

TOTAL ENCLOSED: _____ check number _____

Enclosed are: pictures _____ social media page(s) _____ website: _____

I HAVE READ THE INVITATION LETTER AND ACCEPT ALL CONDITIONS OF ENTRY

SIGNATURE & DATE