



53rd Carbondale Mountain Fair | Valley Artists' Booth Information 2024

July 26, 27, & 28 in Sopris Park, Carbondale, Colorado

UPON ACCEPTANCE, ALL ARTISTS ARE REQUIRED TO

- Pay a \$50 fee and have a current Carbondale Arts membership
- Carbondale Arts retains 25% commission in sales
- Label all wares individually and create a detailed inventory list by July 15 (send to brian@carbondalearts.com)
- Provide an artist biography & headshot by July 15
- Deliver wares to Sopris Park on the afternoon of Thursday, July 25 (see times below)
- Work two 2-hour shifts over Mountain Fair weekend at the Valley Artists' Booth (July 26-28)
- Pick up unsold wares beginning at 5pm on Sunday, July 28

IMPORTANT DATES

Date & Time TBD in early/mid-July: Orientation meeting at The Launchpad (a meet & greet!)

Thursday, July 25: Delivery and set up of artist wares to the Valley Artists' Booth (appointment needed, see below)

Friday-Sunday, July 26-28: Artists volunteer for two 2-hour shifts during the fair (see WORK SHIFTS below)

Sunday, July 28: Artists pick up any unsold wares and their displays starting at 5pm

VALLEY ARTISTS' BOOTH HOURS (tentative)

Friday, July 26: 12:00pm - 8:00pm

Saturday, July 27: 10:00am - 8:00pm

Sunday, July 28: 10:00am - 5:00pm

DELIVERY

Please plan to deliver and set up/install your wares **Thursday July 25**. We will have limited spots open for each of the following times that afternoon: 3:00, 3:30, 4:00, 4:30, 5:00, 5:30. If you're unable to come (or arrange to have a friend deliver for you) during these times, let us know. The tent will be located in Sopris Park by the cantina (the permanent shade structure by the playground). There should be available parking nearby on the street (recommend Weant Ave).

SET UP/INSTALLATION

Artists are responsible for setting up their own wares in a pre-designated space in the tent. Artists may hang two-dimensional works on one side of 2 Pro Panels (each Pro Panel is carpeted and approximately 72"h x 36"w, hanging hardware provided). Artists may also display three-dimensional works on pedestals provided by Carbondale Arts, wire fencing hanging from the tent walls, or a separate display unit provided by the artist.

Each artist will have use of either 2 Pro Panels for their display OR an approximate 5 foot length of space along the tent walls. Pedestals may be placed anywhere within the tent: first come, first served (or contact us in advance if you need a specific size). Appropriate and safe distances will be created between displays within the tent for traffic flow.

ARTIST BIO

Please send a brief bio and headshot **no later than Monday, July 15**. The bios will be displayed with your work in the tent. We'd prefer to receive this digitally (brian@carbondalearts.com).

PICK UP

Sunday, July 28: beginning at 5:00pm (no later than 6pm). It is important to pick up your wares on Sunday since other Mountain Fair vendors begin taking their tents down at 5pm. If you're unable to come to pick up then, let us know.

WORK SHIFTS (tentative hours)

We need help staffing the booth and ask each participating artist to volunteer for a minimum of two 2-hour shifts in the tent. During your shifts you'll greet patrons and complete sales transactions. Shifts will be assigned on a 'first-come/first-choice' basis. Please indicate your shift preferences as soon as possible by email (brian@carbondalearts.com).

Friday, July 26: 12-2pm, 2-4pm, 4-6pm, 6-8pm

Saturday, July 27: 10am-12pm, 12-2pm, 2-4pm, 4-6pm, 6-8pm

Sunday, July 28: 10am-12pm, 12-2pm, 2-4pm, 4-6pm



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LABELING & INVENTORY INFORMATION (due July 15!)

Be sure to include a label on EACH and EVERY item you sell with the following 3 pieces of information CLEARLY typed or neatly handwritten (see examples below).

1. Your unique 2-letter code
2. An inventory ID number
3. Price

Please use only small removable labels (ie: stickers or tags). We need to be able to read the labels at check out to make sales for you, so please take your time labeling.

As you itemize your work, please use as FEW SKUs as possible. SKUs are the inventory ID number paired with your 2-letter code. For example: AZ01 is the first SKU in the list below. If you sell knitware, instead of creating a unique SKU for each piece, group all like items of same price with the same SKU. Even if they vary in size or color, use the same SKU as long as they are the same type of item and same price.

Quantity (# of items here in stock)	These make up the SKU		Description (type of item, size, and/or color)	Price (each, not a range)
	Code (2 lower- case letters, assigned)	Inventory ID # (2 digits, non- repeating, 00-99)		
12	AZ	01	Knit hats (various colors)	\$45
12	AZ	02	Knit scarves (various colors)	\$38
18	AZ	03	Knit fingerless gloves (various colors)	\$42

Artists who make one of a kind works can still group items by type and price. For example, all small bowls at \$18 can have the same SKU. All medium bowls for \$25 can have the same SKU. All large bowls for \$32 can have the same SKU, etc. If you sell jewelry, all \$50 necklaces can have the same SKU. All \$38 earrings can have the same SKU. All \$25 bracelets can have the same SKU, etc.

Grouping items into the fewest SKUs helps immensely with date entry time and management. If you are not able to itemize your products into small SKU groups, please ask for help or be prepared to come in and enter your SKUs into our Square system beforehand. Thanks for understanding the limits of our time and resources to make inventory management possible with so many participating artists and artisans. We look forward to seeing and selling your work!

ADDITIONAL INVENTORY AND BACKSTOCK

You may deliver additional inventory during the fair, but be sure to bring an updated list for any new items and notify the staff so our Square payment system can be updated. Inventory lists for each artisan will also be kept at the checkout desks. (If you remove items from your display for any reason, please correct our inventory list.) We do not have much space for backstock. If you live nearby and are able to store some of your backstock until it's needed, that would be preferred.

SALES

Carbondale Arts retains a 25% commission for all works sold in the Valley Artists' Booth during Mountain Fair. Please keep the commission in mind when pricing your wares. Checks for your sales will be mailed to the address you provided in your application within 30 days of the end of Mountain Fair.

