

ARTIST REGULATIONS

OPERATING HOURS

- Vendors must be open and operating during the following show hours:
Friday, April 24, 12:00 p.m. to 7:00 p.m.
Saturday, April 25, 10:00 a.m. to 7:00 p.m.
Sunday, April 26, 10:00 a.m. to 4:00 p.m.

BOOTH SIZE

- Each space measures 10' x 10', including frontage.
- If your set-up exceeds 10' x 10' **you must reserve additional space(s).**

SET-UP

- Thursday, April 23 from 5 - 9 p.m. and/or Friday, April 24; from 7- 11 a.m.
- Artisans will receive 1 AUE Loading Pass that permits entry to the security monitored loading/unloading area to unload inventory and materials for a maximum of 2 hours, per space purchased, during check-in.
- **No vehicles may enter the campus without a loading pass.**
- Artists are responsible for equipment needed for set-up.

TAKE-DOWN

- Take-down is Sunday, April 26, beginning at 4:00 p.m.
- Artisans may use the security monitored loading zone, for a maximum of 2 hour, to load inventory and exhibit materials. **Vehicles may not enter the campus prior to 4:00 p.m. on Sunday.**
- Artists are responsible for equipment needed for take-down.

INVENTORY

- Only items produced by artist-applicant will be accepted; saleable inventory is limited to works and like items depicted in jury images. We reserve the right to ask vendors selling any items to leave immediately; all fees will be forfeited.

FACILITY USE

- Alcohol is not permitted on the LCC campus.
- Animals are not permitted on LCSC property, with the exception of identified Service Animals.

SECURITY

- LCSC is not responsible for your booth, merchandise or money due to theft or any other cause.
- Security is provided by local & campus law enforcement agencies from 9 p.m. Thursday - 4 p.m. Sunday
- Contact Information: LCSC Campus Security, 500 8th Avenue, Lewiston, ID 83501 (208) 792-2226

PARKING

- Parking is available ONLY in designated areas and is prohibited on interior campus streets and lawns.
- Artists will be prohibited from parking on the streets surrounding the campus from 11:00 a.m. on Friday until 4:00 p.m. on Sunday. See map, in registration packet at check-in, for approved Artist Parking areas.
- A campus lot, located at the intersection of 11th Avenue & 4th Street, for overnight parking is available for your use.

TAX COMMISSION

- If you are selling goods of any type, a permanent or temporary Idaho State Tax Permit is required.
- After receiving your completed registration and payment, an Idaho State Tax Declaration Form - ST-124 will be mailed to you for completion and must be returned to Art Under the Elms before March 30, 2009
- Contact Information: Idaho State Tax Commission, P.O. Box 1014, Lewiston, ID 83501 (208) 799-3491

PRE-APPROVED ARTIST REGISTRATION – **NEW 2009!!!**

- Artists who have attended the 2008 Art Under the Elms are pre-approved to participate in 2009 Art Under the Elms, as long as their product is consistent with last year.
- Completed registration and fees must be received no later than **November 30, 2008**. Spaces are not guaranteed for registrations received after the deadline.
- Pre-Approved Artists who do not register by November 30, 2008 may request to be placed on a waiting list for available openings; a \$25 late fee will be added to the standard registration fee if said artist is selected to fill an opening.

EVENT LOCATION -

- Art Under the Elms is located on the campus of Lewis-Clark State College at the corner of 6th Street and 7th Avenue in Lewiston, Idaho.