

# THE KIRBY-HILL HOUSE

## 2025 ANNUAL ART EXTRAVAGANZA

### INTRODUCTION

The Kirby-Hill House Educational Foundation, Inc. (Kirby) is pleased to announce its 2025 Annual Art Extravaganza! This event will take place on Saturday, April 26th from 10am-4pm at the Kirby-Hill House in Kountze. The purpose of this document is to outline the guidelines and expectations of the Kirby. If this document fails to answer your questions, please view the other documents linked on our website or reach out to us with your questions via phone, Facebook, or email.

### VENDOR BOOTH RENTAL GUIDELINES

#### VENDOR BOOTH RESERVATION PROCESS & TIMELINE

- **Monday, March 3<sup>rd</sup>, 8am – Tuesday, April 22<sup>nd</sup>, 5pm – Vendor Booth Reservations –** The Kirby will accept online reservations for booth spaces during this timeframe. You MUST reserve online at our website. We will not accept reservations by phone.
  - NOTE: Booth spaces are limited and may sell out. Once all available booth spaces have been reserved, the online form will no longer accept reservations or payments but will allow you to join a waitlist.
- **Tuesday, April 22<sup>nd</sup>, 5pm – Reservation deadline –** You must complete your reservation online and provide payment via our website by this date/time.
- **Tuesday, April 22<sup>nd</sup>, 5pm – Cancellation/Refund deadline –** See the section titled “Refunds & Cancellations” on page 3 for more information.
- **Wednesday, April 23<sup>rd</sup> – Friday, April 25<sup>th</sup> –** If you reserved a booth, we will contact you with instructions for vendor arrival and check in. If you joined the waitlist for a booth space and one becomes available, we will contact you to confirm your interest.
- **Saturday, April 26th, 10am-4pm – Art Extravaganza –** Vendor check-in begins at 8am.

#### WHAT TO EXPECT

- The cost is \$20 per booth space. Electricity/water will NOT be available.
- You may NOT use a fuel powered generator to provide electricity to your booth. Battery powered generators that operate silently are okay.

## **WHAT TO EXPECT (cont.)**

- Booth spaces are located outside on the lawn. We will make an effort to avoid muddy spots, ants, tree roots, etc., when marking out booth spaces, but please be aware the ground under your space may be wet, uneven, etc. Plan accordingly.
- All booth spaces are approximately 10'x10' and will be clearly marked. We will email you a map and your assigned booth space number(s) in the days before the event.
- Restroom facilities are available.

## **WHAT IS EXPECTED OF YOU**

- You will be expected to move your vehicle to the vendor parking area once you have finished unloading items for your booth (no later than 9:30am).
- If you have not checked in by 9:30am, your booth space is subject to forfeiture and/or reassignment to another vendor. You will not be issued a refund.
- Please refrain from operating overly loud equipment during the event (radios, fans, generators, machinery used for demonstration purposes, etc.).
- You are required to bring your own extension cords, tables, chairs, tents, canopies, lights, tarps, or any other item you require for your display. The Kirby will not provide any equipment to you.
- If you are using a tent or canopy you must securely weight or anchor the legs to prevent it from blowing away and causing injury to yourself or others.
- Vendors should maintain a neat, orderly, and safe booth environment during the event. Keep pathways clear of boxes, merchandise, extension cords, displays, etc.
- Maintain a friendly and professional demeanor when interacting with others.
- Vendors should not expect WiFi access or internet connection to process sales. You must bring whatever equipment you require if you intend to accept electronic payments.
- Sales are not guaranteed, nor are you required to report them to the Kirby. Vendors are solely responsible for adhering to any local, state, or federal laws regarding the need to report income, collect sales tax, etc.
- Vendors should not expect to pack up or vacate their booth area until the event ends at 4pm. Vehicles will not be allowed on event grounds until after 4pm.
- Vendors will need to pack up their booths and be clear of the Kirby grounds by 5pm.
- Vendors are responsible for removing their trash and for leaving booth areas clean.
- Do not leave your booth unattended. The Kirby is not liable for loss or damage to your merchandise or belongings.
- Pets are not allowed on the Kirby grounds. No exceptions. Do not leave animals in your vehicle. Service animals are permitted with proper documentation.
- If your children will be with you as you work your booth, please keep them close to you. Kirby staff will not be responsible for supervising unaccompanied minors.

## **REFUNDS & CANCELLATIONS**

- This is an all-weather event. In the case of inclement weather, the Art Extravaganza will proceed as planned. It is your responsibility to check the weather forecast in advance and make your decision whether to proceed with your plans to operate a booth or to request a refund by the deadline.
- Regardless of your reasons for doing so, the Kirby must receive your written request to cancel your reservation no later than 5pm on Tuesday, April 22<sup>nd</sup>. Refunds will NOT be issued if your cancellation request is sent after this date and time. No exceptions.
- Send your cancellation request to KirbyHillHouseArt@gmail.com. Provide all relevant information in your request (your name, reservation/order number, order date, etc.).
- Timely and properly submitted cancellations will receive a refund of their booth rental fee, minus \$5. Refunds will be issued within 5-7 business days.
- The Kirby reserves the right to deny a vendor for any reason. The Kirby reserves the right to cancel, reject, or remove a vendor from the event for any behavior that is deemed to be a violation of these guidelines for participation. If you are removed from the event for violating event guidelines, you will not be refunded.
- If Kirby leadership makes the decision to cancel or reschedule the event due to unforeseen circumstances, a full refund of all paid booth rental fees will be issued.

## **ADDITIONAL OPPORTUNITY: ARTIST DEMONSTRATIONS**

The Kirby is looking to continue offering live arts and crafts demonstrations during the Art Extravaganza event. For example, at past events we've had a local artist conduct a one-time, step-by-step demonstration of her resin pouring techniques to a crowd of Art Extravaganza visitors. Another provided a make-and-take bookmark printmaking opportunity for visitors to her booth throughout the day. If you are willing to demonstrate your making process, tell people about your techniques, show off your equipment and tools, and answer questions from the public, we need your help! These demonstrations could take place at a specific time during the event or, more informally, ongoing throughout the day as people visit your booth. Your choice! If you agree to provide an artistic or crafty demonstration to the public, the Kirby will offer a partial or total refund of your booth fee. If you would like more information on this opportunity or have questions about anything outlined in this document, please call or email us!

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