



2019 Handbook

Artists and Craftsmen of the Flathead

Tel: 406-881-4288
PO Box 1684, Kalispell, MT
Email: artistsoftheflathead@gmail.com
Website: www.artistsandcraftsmen.org

TO OUR MEMBERS

Big Changes from 2018

In August of 2018, after months of waiting, we received a confirmation letter from the IRS accepting our application to change our organization from a 501(c)(4) to a 501(c)(3) non-profit organization. This change will not affect anything regarding how we operate or file our taxes but will grant us more options for non-profit benefits and insurance.

Our Mission Statement

To promote interest in the arts and crafts, to maintain a friendly relationship among artists and craftsmen, to encourage the highest possible quality of work by members, and to participate in art exhibitions, and displays.

New Year, New Plans

We anticipate great things for 2019. Plans are already underway for both the Summer and Christmas shows. Our 2018 Christmas Show was moved from its former location at the Expo Building of the Flathead County Fairgrounds into the much larger Trade Center Building. The show was a great success in its new home and we are looking forward to another amazing Christmas Show this year. We were able to not only accommodate additional booth spaces and vendors, but also improve our options for food vendors, electricity access and customer parking.

In order to continue promoting the arts and crafts in the Flathead Valley, ACF is even more dedicated to finding ways to encourage the next generation of young artists and crafters to pursue their passions. A Community Outreach Committee was formed to pursue this goal. ACF co-sponsored an Art Night at Lakeside Elementary School in February 2018, which saw a great turn-out of both students and volunteer teachers. ACF has planned to, once again, co-sponsor Lakeside Art Night in February 2019 and hopes to also host similar events at other area schools this year.

We are looking forward to getting to know you all a little better and hope to see you at the General Meetings and volunteering events.

Sincerely,

Members of the ACF 2019 Executive Board

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HISTORICAL PRESIDENTS

ACF was formed in 1981 and has celebrated a long history of wonderful leaders and dedicated members.

1981-1982	Kathy Herranen	1999-2001	Beverly Medved
1982	Bud Byers	2002-2003	Sherry Attard
1983	Bob Anderson	2004-2006	Betty Jo Malone
1983-1984	Lil Freebury	2007	Larry Bodmer
1985-1988	Gene Peterson	2008-2009	Rhondy Holtzclaw
1989-1990	Connie Nelson	2010-2012	Jane Weise
1991-1992	Leona Fauske	2013	Beverly Medved
1993-1995	Harry Johnson	2014-2016	Lois Wisher
1995-1996	Iris Stevens	2017-2018	Christy Smith
1997-1998	Larry Johnson	2019	Lindsay Mena

OFFICERS OF THE BOARD

The 2019 Board of Directors are:

President	Lindsay Mena
Vice President	Jami Erickson
Treasurer	Sharon Askelson
Recording Secretary	_____
Membership Secretary	Christy Smith
Show Committee Chairs	Kathy Morel Julie Frederick Susan Coupal Pat Baker Alicia Gower Martie Thomas (alternate)
Publicity Chair	Hunter Mena
Newsletter Chair	Angel Preston
Web Administrator Chair	Tasha Glasman

Duties of Officers of the Executive Board

Members of the Board meet monthly.

President

The duties and responsibilities of the President include but are not limited to:

- Coordinate all ACF operations.
- Preside at all meetings
- Maintain copies of all ACF records including, but not limited to, all secretary and treasurer reports and all organization Bylaws, Rules and membership lists.
- Coordinate and/or supervise committee chairpersons and committee assistants.
- Maintain spare keys to all postal service boxes and storage units.
- Co-sign checks with the Treasurer.

Vice-President

The duties and responsibilities of the Vice President include but are not limited to:

- Function in the role of the President when the President is unavailable.
- Assist the President with all aspects of ACF operations.
- Reserve locations and dates for the Annual Board Dinner, Board Meetings, General Meetings and Special Meetings.
- Monitor and distribute to the appropriate person communications received on the ACF voicemail and ACF email account.

Treasurer

The duties and responsibilities of the Treasurer include but are not limited to:

- Maintain all financial records of the organization for a minimum of 3 years.
- File all required tax forms correctly, timely and accurately,
- Write and sign checks.
- Make bank account deposits
- Provide annual and monthly financial reports to the Board and the members.
- Obtain permits and licenses as needed for events.
- Participate in planning and evaluation of a fiscal budget that will be presented to the Board for approval.
- Address all Audit Committee concerns.
- Collect the mail from Postal Services and disperse to the appropriate chairperson(s)
- Manage cash receivables and disbursements.

Recording Secretary

The duties and responsibilities of the Recording Secretary include but are not limited to:

- Record the minutes of all Board, General and Special Meetings,
- Present meeting summaries at the Board and General Meetings.
- Maintain the organization's original records of meeting minutes going back at least 3 years.
- Design, publish and keep up-to-date the organization's Handbook and Directory

Membership Secretary

The duties and responsibilities of the Membership Secretary include but are not limited to:

- Act as chairperson of the Nomination Committee
- Act as Head Mentor to new members
- Create and mail out all membership applications
- Maintain and update the Membership Roster
- Maintain copies of all Membership Applications
- Provide and maintain the General Meeting sign-in sheets.
- Send correspondence to members, including but not limited to greeting cards, welcome letters, birthday cards, sympathy cards, thank you cards, etc.
- Arrange carpool and rides for members who are unable to transport themselves to ACF meetings and events.

Show Committee Chairs

The Show Committee shall consist of at least three co-chairs, at least one of which must be a veteran Show Committee chair, whose duties and responsibilities include but are not limited to:

- Organize and coordinate all aspects of ACF hosted show events
- Coordinate with the selected venue and its personnel
- Create and mail show applications to members and potential guest vendors.
- Receive and review all applications for show events.
- Timely provide applicants and food vendors with their acceptance or rejection letters
- Design show layout map and assign booths spaces
- Provide members with information and status updates of show preparations at General Meetings.
- Provide guidance, advice, and assistance to all show participants.
- Maintain a key to the ACF storage unit and are responsible for the removal and return of all ACF Show materials.
- Have the authority to monitor compliance with **ACF General & Show Rules**.

Newsletter Chair

The duties and responsibilities of the Newsletter Chair include but are not limited to:

- Write and provide to all members, a monthly ACF Newsletter.
- Coordinate notification to members of the date, time and location of any Special Meetings.
- Maintain newsletter records for the duration of his/her term and pass those records on to the next newsletter chair.

Publicity Chair

The duties and responsibilities of the Publicity Chair include but are not limited to:

- Publicize and advertise all planned activities and meetings
- Provide any other advertisements as deemed necessary by the Board.
- Provide art work for event posters and flyers
- Make copies of all posters, flyers and cards and have available for all members.
- Organize hanging of ACF show banners, signs and posters
- Provide the ACF Treasurer with a detailed expense report for all advertising.
- Maintain a key to the ACF storage unit and be responsible for the removal and return of ACF publicity materials.

Web Administrator Chair

The duties and responsibilities of the Web Administrator Chair include but are not limited to:

- Maintain ACF's online presence including the webpage, Facebook page, and any other social media service utilized by ACF.
- Correspond with service providers regarding renewals, upgrades, or any other communications regarding the ACF webpage.
- Update the date/time information of the General Meetings on the webpage,
- Maintain current copies of the membership and show applications on the webpage.
- Provide timely information for special events, such as the annual membership picnic, on the webpage.

COMMITTEES

Committee Descriptions and Responsibilities

The organization may utilize committees to fulfill certain positions on a permanent or temporary basis, as per the **ACF Bylaws**.

Audit Committee

The Audit Committee audits the Treasurer's books at the end of each year to ensure all deposits and checks paid are accounted for. The Treasurer may be present at audit committee meetings for the express purpose of answering questions. The Audit Committee will make and sign a written summary of their audit.

Nominating Committee

The Nominating Committee is responsible for interviewing and polling members and current board members to collect nominations for the following year's Executive Board positions. Announcement of the selected nominations will be provided to the general membership one month before the Annual Election Meeting.

Picnic Committee

The Picnic Committee is responsible for organizing the ACF Annual Picnic including selecting and presenting venue choices to the general membership, coordinating food and drink selection and notifying the general membership of the date/time on the event.

Committee Assistants

Committee Assistants will assist The Board and/or Committees, as needed, for the benefit of ACF. For example, committee members may be asked to make phone calls, send emails, assist with general mailings, or assist with show set-up, decorating and take-down.

Bylaw Committee

The Bylaw Committee must have complete knowledge of the current **ACF Bylaws** and ensure compliance by all members. The Bylaw Committee will notify the members if the Bylaws need to be amended, either due to a change in current organization procedures or a direction the organization may be moving. The Bylaw Committee will also notify the Executive Board if the organization is not in compliance with the current **ACF Bylaws**.

Community Outreach Committee

The Community Outreach Committee is responsible for organizing and coordinating activities that promote the arts and crafts in the Flathead Valley. This can include hosting "art nights" at various schools or community centers, mentoring young artists and coordinating ACF sponsorship of activities hosted by other organizations. This committee will also be responsible for reviewing applications for the ACF Art Scholarship and advising the organization regarding which applicant was selected to receive the scholarship and why.

BYLAWS

ARTICLE I: NAME

The name of this organization shall be "Artists and Craftsmen of the Flathead".
(Herein noted ACF)

ARTICLE II: PURPOSE

The purpose of the organization is to promote interest in the arts and crafts, to maintain a friendly relationship among artists and craftsmen, to encourage the highest possible quality of work by members, and to participate in art exhibitions, and displays. ACF is organized for charitable and educational purposes including providing information to members regarding small business opportunities, promotion of members' activities and teaching art and craft skills to others.

ARTICLE III: MEMBERSHIP

Section 1: Membership Eligibility

ACF will accept applicants who take an active interest in creating original art and/or handcrafted items, whether or not for the purpose of exhibit or sale or who would like to participate in the promotion of the arts and crafts in the community and who meet any requirements outlined in the **ACF General Rules**. Membership is open to any person 18 years or older, who resides in Flathead or Lake County for at least six (6) months of the year.

Section 2: Active Membership

A member is considered "Active" upon payment of annual dues and by continued optional participation in organization meetings, shows, or volunteer events.

Section 3: Membership Fees

Annual Membership Fees shall be paid by, or postmarked by, the date of the January ACF General Meeting, and are delinquent after the date of the February General Meeting. The Treasurer or other designated person will notify members of their delinquent fee, and if payment is not received within 15 days of the date of the notice, membership status will be revoked.

ARTICLE IV: OFFICERS

The officers of the organization shall consist of President, Vice-President, Recording Secretary, Treasurer, Show Committee Chairs, Newsletter Chair, Publicity Chair and Web Administrator Chair, and these positions constitute the Executive Board. These officers shall be elected by a majority vote of the general membership and will assume office in January. Elected officers shall serve until a successor is elected.

Section 1: Duties of Executive Board

The Executive Board shall conduct routine business, advise the membership in matters regarding policies of the organization and approve payment of operating expenses involving less than \$500.00 per item and payment of capital purchases involving less than

\$300.00 per item. Operating expenses and capital purchase requests over these amounts will be presented by the Board to the membership at the next monthly meeting.

Definitions and responsibility of each position of the Executive Board Officers will be outlined in the current **ACF General Rules**.

ARTICLE V: ELECTIONS

Section 1: Nominations

A Nominating Committee consisting of at least three (3) volunteer members shall identify their nominations at the October General Meeting. Nominations from the floor will also be accepted. Voting shall take place at the Annual Election Meeting.

Section 2: Term of Office

The Term of office for the members of the Executive Board, with the exception of the Show Committee co-chairs shall be one (1) year, with no term limits. The Show Committee will be elected for a term of two (2) years on a rotation basis to ensure there will be at least one "veteran" chair serving at the same time a newly elected chair begins a term.

Section 3: Vacancies

If any officer, except President, cannot complete their term of office, nominations and election shall be held at the next membership meeting. If the President chair becomes vacant during any portion of a term, the Vice-President shall serve as President until the time of the next elections. Serving as least half of a term is considered having served a full term.

ARTICLE VI: MEETINGS

Section 1: General Meetings

General Meetings will be held monthly, with the exception of July and December, the day, time and location to be decided by the Executive Board and agreed upon by the membership.

Section 2: Annual Financial Meeting

The Annual Financial Meeting will be held in January each year and will include presentation of the annual financial reports and audit reports.

Section 3: Annual Election Meeting

The Annual Election Meeting will be held in November each year and will consist of new Officer Elections and examination of the organization Bylaws and Rules.

Section 4: Special Meetings

Special Meetings of the membership may be called by the President or at the request of one-fourth (1/4) vote at any general meeting. Notice must be given at least five (5) days in advance. Those calling a special meeting shall present to the President and Newsletter

Editor Chair, their request in writing including the purpose for which the meeting is being called.

Section 5: Quorum

The Quorum for General and Special Meetings shall be one-fourth (1/4) of the active members.

Section 6: Meeting Notices

Members shall be notified of all General or Special Meetings by the Newsletter Editor Chair at least five (5) days prior to the meeting. This may be done by mailed newsletter, email or telephone.

Section 7: Executive Board Meetings

Executive Board Meetings shall be held monthly, with time and location to be decided by the Executive Board. Any member may request in writing to attend a Board Meeting, subject to Board approval. Visitors to the Board Meeting are not permitted to vote.

ARTICLE VII: COMMITTEES

The organization may utilize committees to fulfill certain positions on a permanent or temporary basis. The Executive Board or the general membership may create as many committees as deemed necessary to accomplish the goals of the organization. Any Member can request the formation of a Committee which shall then be voted on by the membership. Committee members may consist of volunteers or nominations from the general membership. Committees shall give monthly updates at the General Meetings for the duration of their formation. Definitions and responsibilities of the Committees in use will be listed in the current **ACF General Rules**.

ARTICLE VIII: FINANCIAL

Section 1: Fiscal Year

The fiscal year of the organization shall be from January 1st through December 31st.

Section 2: Use of Funds

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, Newly Revised (RONR) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order that this organization may adopt.

ARTICLE X: INDEMNIFICATION

To the full extent allowed by State and Federal Law, the organization shall indemnify any director, officer, former member, or representative against expenses actually and necessarily incurred by the organization in connection with the defense of any action, suit, or proceeding except in relation to matters with which an indemnitee shall have been adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty.

ARTICLE XI: DISSOLUTION

In the event of the dissolution of the organization, any remaining assets shall be distributed to another organization of similar purpose or to a charitable organization, provided the organization is exempt under the current version of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.

ARTICLE XII: AMENDMENT OF BYLAWS

These By-Laws may be amended by a two-thirds (2/3) vote at any general meeting provided that written notice has been given to each member at the time the call to that meeting was sent. If written notice is not provided prior to the meeting, the discussion of and voting on the proposed motion or amendments shall be tabled until the next month's general meeting.

**As revised by General Membership
majority vote on October 18, 2017**

CODE OF CONDUCT

All ACF Members and guests will:

1. Engage in professional relationships without bias or prejudice based on race, religion, gender, age, ethnicity, national origin, sexual orientation, marital status, socioeconomic status, political affiliation or disability.
2. Be honest, truthful and fair in presenting information and in making public statements reflecting professional matters or colleagues and their professional role, whether verbal or through printed or electronic media.
3. Accept responsibility for your actions, seek and acknowledge criticism of work, and offer honest and constructive criticism of the work of others. Properly credit contributions of others and do not accept credit for work that is not your own.
4. Act in accordance with all applicable laws and regulations to your practice of the industry and country of business. Lend support to others who strive to do likewise.
5. Make informed decisions.
6. Avoid situations that create actual, potential or perceived conflicts between personal and professional interests, and if a potential conflict of interest arises discuss all applicable facts to potentially affected parties.
7. Abstain from behavior that will unjustly cause harm to the reputation of the organization, colleagues, and the community.

GENERAL RULES

MEMBERSHIP FEES

Applicants who meet eligibility requirements defined in the **ACF Bylaws** will pay **\$25.00** annually to maintain membership status. Each membership is entitled to one vote at General and Special Meetings and is eligible for one booth space at ACF hosted shows.

MEETINGS

General Meetings will be held at a location to be determined by the General Membership on the 3rd Wednesday of every month with the exception of July and December. The Annual Picnic will take the place of the July General Meeting. Board Meetings will be held monthly on a date and at a location to be determined by the members of the Board.

Meeting Attendance

Members are encouraged to attend as many meetings as they are able to throughout the year to receive new organization information and participate in Motion discussions and votes. The meeting at which a new member pays membership fees is considered to be the first meeting at which their attendance can be counted.

General Meeting Agenda Items

Members may offer agenda items for General Meetings by contacting the President at least (7) seven days in advance of the meeting.

Report of the Executive Board

A report of the Executive Board meeting shall be a part of the agenda of each General Meeting. Decisions made by the Executive Board that affect the general membership will be presented at the next General Meeting.

Presentations/Guest Speakers

Guest Speakers or special presentations may be given at General Meetings. The purpose of these special presentations should be to provide members with new, helpful or unique information related to arts/crafts and Show operations. Members may suggest guest speakers or presentations by contacting board members.

Annual Picnic

The Annual Picnic will be held on the 3rd Wednesday in July at a location to be determined by the general membership. Attendance at the Annual Picnic counts towards a member's meeting attendance in order to be eligible for the discounted booth rate at the Christmas Show.

MISCELLANEOUS

Name Tags

Name tags are required to be worn by members while participating in ACF shows. Members are also encouraged to wear their name tags at the monthly meetings. Name tags can be ordered from:

Mountain Engraving
PO Box 3232
Columbia Falls, MT 59912
406-858-0813
jamie@mtengraving.com

Made in Montana

Made in Montana certification is not required but is highly recommended. To order Made in Montana stickers or to attain information about Made in MT stickers, use the following contact information:

www.madeinmontanausa.com
Alpha Graphics
201 E. Mendenhall
Bozeman, MT 59715
(406) 587-4508 or (800) 332-3303

Please note: the Made in Montana logos are trademarked. Utilizing the stickers or the logo without first becoming Made in Montana certified may subject you to fines or prosecution as per the applicable State and Federal laws.

Directory

An **ACF Directory** shall be printed annually listing all members and their contact information. Any changes to your information listed in the Directory should be sent to the ACF email address ATTN: Directory. Changes to the directory will be included in the monthly newsletter and updates posted on the website.

AMENDMENTS

The **ACF General Rules** may be amended by the discretion of the Executive Board, on an emergency basis, or at any General Meeting by a majority (2/3) vote. Members will be notified in writing of any changes or amendments.

SHOW RULES & REGULATIONS

Show Applications and Fees

The Show fee amount will be determined by the Show Committee prior to the publishing of the Show application. Fee amount may vary depending on available space, host expense, number of booth spaces, etc.

Application Form & Acceptance

Applicants must return a show application form, the booth fee and any required deposits and at least 3 photos depicting your product\art\craft, booth display, and you creating your product. Mail to: ACF Show Committee, PO Box 1684, Kalispell, Mt. 59903. The ACF Jury and Show Committee reserve the right to refuse any application based on available space, appropriateness of the items, items not at least 70% handcrafted and other pertinent criteria. Only items produced by the vendor whose name appears on the application may be sold at any ACF show. NO resale items, imports or kits allowed.

Application Deadlines

Applications for the **Summer Show** will be due by the date of the **April** General Meeting. Applications for the **Christmas Show** will be due by the **September** General Meeting. Meetings are held the 3rd Wednesday of each month as noted above in the ACF General Rules.

Late Fee

If an applicant misses the application deadline, they may still apply for the Show. However, a **\$25.00 late fee** will be added to the booth fee and booth assignment priority will go to applications received on or before the deadline.

Christmas Show Discount Eligibility

In order for an ACF member to be eligible to receive the lowest possible membership rate for the Christmas Show, they must have attended a minimum of six (6) meetings a year. Participation in one ACF Show and the Annual Picnic also counts toward the 6 meeting minimum. Meetings attended from October of the previous year through September of the current year constitute the time frame of the six (6) meeting eligibility. Members are responsible for ensuring they have signed in at these events and checking their attendance record.

Refund

Vendor applicants will receive a refund of their booth fee if they cancel their registration at least 30 days before the show and their booth space is able to be filled with another Vendor. Refund and cancellation requests after 30 days will be considered in cases of serious family emergency, illness or death. The show committee must be notified as soon as possible if such an emergency arises. To be eligible for a refund, a written request must be sent to the Board of Directors.

Applicants who are not accepted into the Show either due to Jury Committee denial or lack of available booth space, will have their booth fee returned.

Booth Assignments

Booth space at the ACF Shows will be assigned by the Show Committee. Vendors may request to have the same space as the previous Summer Show and the Show Committee will try to accommodate these requests, unless an unforeseen occurrence renders this impossible. They shall be allowed to miss one show and still request their previous space the following year. Booth space assignments will vary each year at the Christmas Show.

Multiple Booths

Assignment of multiple or adjoining booths will be on space available basis at the discretion of the Show Committee.

Shared Booths

Any applying vendor, whether member or non-, may elect to share a booth space with 1 other applying vendor. Both vendors must complete their own Show application and submit their items for jurying.

Jury Criteria

All products to be sold or displayed at ACF Shows must be approved by the Jury Committee. The Jury Committee will accept handcrafted items that are at least 70% changed from their original form. No commercially produced items will be accepted.

Acceptance of Rules

By signing the Show application form, the applicant agrees to abide by all ACF Show Rules. Non-compliance may mean removal from a show and may jeopardize admittance to future shows.

Show Hours

Set-Up

Set up times will be listed on the show maps. Booths are to be completely set up before the first day of the show, at least 1 hour before the scheduled opening time. No display items or merchandise may be brought in before the scheduled set up times, unless otherwise authorized by Show Committee.

Show Hours

Show hours are listed on the show maps. Vendors must be available in their booths at least 1 hour before show opening time on the first day of the show and at least 30 minutes before opening time on the other days of the show. Booths must be attended at all times and remain open during all show hours.

Teardown

No early teardowns will be permitted. In the event of a personal or family emergency, illness, inclement weather, or other legitimate reason, vendors may notify Show Committee of their desire to leave or teardown early. Additionally, Show Committee will notify all vendors of early show closures, if such an instance occurs.

Booth and Display

Booth Design

Tables must have covers that come to within **2 inches** the floor. Only 2 people directly involved in selling may be in each booth. Booth area must be kept well organized and free of litter. Supplies, coolers, storage tubs, boxes and other similar items are to be kept out of sight. Displays must be in stable condition to prevent accidents. Vendors are liable for booths and contents regardless of a potential accident's cause. A customer does not pay for damage unless it was deliberate. -No children are allowed in or around the booth unless they are of sufficient age to participate as one of the two sellers.

Products & Displays

Merchandise must be priced. Placing sold items in a bag is encouraged. You are responsible to follow all applicable State and Federal Regulations for your product. Vendors selling food products in compliance with the Montana DPHHS Cottage Food Program must submit a completed "Member or Non-member Show Application" and will provide Show Committee with a copy of their license and must maintain adequate labeling and packaging as per MCA 50-50-101-403. Displays must be in stable condition for public safety reasons. Generators are not permitted unless specifically authorized by Show Committee.

Indoor Shows

Any display, including lights, decorations, and merchandise not against the wall may not exceed 7 feet in height. Indoor show displays placed against the wall may be 8 feet in height. All items, (including lights, decorations, chairs, merchandise, etc.) must be kept within allotted booth space. Indoor show displays including lights, decorations, and display frames may be up to 8 feet in height if placed against a wall. Booth spaces not against a wall may not exceed 7 feet in height. All items including vendor chairs, personal items, extra inventory, etc. must be kept within the booth boundary.

Outdoor Shows

Each vendor will supply their own canopy set up. A weatherproof shelter is recommended. Outdoor booth spaces are 12x12 feet. No stakes or carpets will be allowed as per the permit with the Parks Department. All items, (canopies, ropes, chairs, merchandise, etc.) must be kept within the 12x12 space.

Insurance

ACF's insurance covers liability for customer accidents during the show. It does NOT cover damages to your products. If you would like to have product liability coverage it is your responsibility to apply and purchase.

Smoking/Alcohol/Animals

There shall be no smoking or drinking alcohol by any vendor within show boundaries. No animals belonging to show vendors are allowed within the show boundaries unless they are service dogs and are properly attired as such.

Door Prizes

ACF may choose to offer door prizes at any of the organization's Shows. Door prizes will consist of voluntary donations by participating vendors. This donation is non-tax deductible and no receipt will be given for donations. ACF members and their immediate families are not eligible to win any prize given at ACF shows.

Food Trucks

Food Trucks/Food Vendors are individually solicited by the Show Committee for the purpose of providing on-site food services. Food Trucks must submit a completed "Food Vendor's Application for Show" and comply with all Flathead County health codes and regulations and must provide a copy of their Health Department food selling licenses to the Show Committee.

*This rule does not apply to vendors who sell pre-packaged food products. Please see the 'Products and Displays' Rule

Dress Code & Name Tags

All vendors will dress appropriately for a family-friendly event. Wearing of dirty clothing or inappropriate clothing logos will not be permitted. Members are required to wear nametags at all ACF-hosted Shows and events.

Security

Non-show hour security will be provided by ACF at the outdoor Summer Show. For indoor shows, buildings will be locked during non-show/non-setup hours. It is suggested that all merchandise be covered during non-show hours to discourage handling/theft.

Parking

Vendors must provide license plate numbers, make, and color of vehicles. Immediately after unloading, vehicles must be moved to designated vendor parking areas on the parking map.

Problems

It is expected that all vendors will be courteous and thoughtful to the public and other vendors at all times. Any problems, concerns or complaints arising during the show should be taken immediately to a Show Committee member.

Suggestions

The Show Committee is continually open to suggestions and ideas. A suggestion form will be provided to all members before closing of each show for your input.



Artists and Craftsmen of the Flathead

artistsoftheflathead@gmail.com

406-881-4288

PO Box 1684, Kalispell MT 59903

www.artistsandcraftsmen.org