



yellowstoneartmuseum



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Bridal Fair Booth Application and Agreement

2021 Event Date: September 5

Applications accepted on a rolling basis

Name of Vendor: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business Type: _____

(The YAM offers NO EXCLUSIVITY option of exhibiting business categories.)

Booth Type

Choose one. Include payment with application. Standard Bridal Fair exhibitor spaces are 8' wide and 5-6' deep depending on location.

- \$250 Booth Space (8') includes 2 chairs, 6' table, and a black linen.
- \$225 Booth space (8') with NO linens or table. Chairs available upon request.
- \$500 Double booth space (16') includes 2 chairs, 2 tables, and black linens.
- \$450 Double booth space (16') with NO tables or linens. Chairs available upon request.
- \$20 for electrical connections.

Registered Bride Raffle (Optional)

As encouragement for brides to register for the fair, the YAM gives away one free facility rental for a reception or ceremony to a registered bride. Other exhibitors are invited, but not required, to also donate an item. Items and their companies will be featured on the Bridal Fair website and the museums social media pages.

- Yes! I would like to donate the following item for the registered bride raffle:

This space rental agreement is between the Yellowstone Art Museum and the above Vendor.

1. Fee

The fee for a booth space for one day; Sunday, September 8. The booth fee includes a 6' table and two chairs. If you do not need or want the supplied table and chairs please indicate above.

- Booth spaces are approximately 8' wide and 5' deep.
- Hours are from 10 a.m. - 3 p.m. Setup will be Sunday, September 8 from 7 a.m. - 9:30 a.m.

2. Payment

Booth payment is required with this signed agreement on or before August 2, 2019. A 50% refund may apply for cancellation outside 30 days of event. No refunds will be issued for cancellation at or within 30 days of event.

3. Clean-up

Vendor agrees to be responsible for the set-up and clean-up of the area.

- Vendor assumes sole responsibility for the cleanliness of their space (e.g. trash bags, containers, etc.).
- Vendor must make sure the area is cleaned after closing.

4. Liability Waiver

A Liability Waiver MUST be signed and accompany this agreement for reservation of vendor booth can be considered by the YAM.

5. Food Requirements

Food and beverages are not allowed in the galleries at the Yellowstone Art Museum. However, vendors exhibiting in the hallways of the museum may hand out complimentary edibles. As a courtesy to our café, which will be open for brunch during the event, please list all food items to be distributed at your booth. The event organizer withholds the right to not allow any food items not listed: _____

6. Electrical Requirements

Booth locations with electrical connections are limited and will be distributed on a first come first serve basis. Please indicate need for 110V outlets, specifying your usage below. There is a \$20 charge for electricity.

We are unable to supply 220V.

Need electricity: Yes No

All electrical equipment and needs used by vendors at Bridal Fair must be listed above. Electrical supply at Bridal Fair is limited. We reserve the right to assign electrical service in order to benefit the entire event.

7. Reasonable Usage Clause

PLEASE NOTE: This is an art museum. Our works of art are irreplaceable, and their protection must be considered to be of the utmost importance for any activity held on our premises. Please respect the art and the artists who created them by conducting your party accordingly and by governing the conduct of your guests. To that end, the Museum requires that the following guidelines be strictly observed:

- All booths and materials must be placed at least 46" away from any piece of art.
- All decorative material is subject to approval by the museum. Decorative material will also be inspected the day of event and usage may be denied per museum standards

- There is no smoking at any time anywhere in the museum. No food or beverages are allowed in the exhibition galleries.
- No one may touch artwork on display or set tableware or personal belongings on pedestals. Art may not be rearranged.
- No candles or open flames.
- No decorations may be affixed to the walls without prior museum consent. Use of glitter, birdseed, rice, confetti, rose petals, or similar substances is strictly prohibited. No live or cut branches are allowed unless they are commercially purchased due to the possibility of insect infestation. Please call with any questions.
- The Museum reserves the right to determine what level of use constitutes “excessive.” If so determined, you will be billed for professional clean-up and/or any damages to Museum property.
- The Museum must be left as you found it. All trash, personal items, and food must be removed promptly at the end of your event. For large items requiring special moving, arrangements must be made for pick-up the following day well prior to the Museum’s opening hour.

8. Set-Up / Tear-Down

- Set-up may be performed only during the times indicated in this agreement.
- All equipment must leave the building by 5 p.m. the night of the event. No equipment may be left overnight.
- The facility must be left free of food or opened beverage containers.
- Debris from floral arrangements must be removed.
- During set-up and tear-down, visitors to the museum have clear access to all of the galleries, exhibitions, stairs, and hallways. Please respect our patrons at all times.
- Event equipment and deliveries must enter and exit through the loading dock area doors on the southeast back corner of the building. The northeast doors by the Education Studio may not be opened except during an emergency.
- Museum-owned benches, piano, pedestals, stanchions, and other furniture must remain in place and may not be moved.
- Event-related equipment must be set up at least four feet from any art exhibit.
- Doorways, fire exits, stairways, and hallways must remain clear—44” minimum.
- Exterior doors may never be propped open. Propping open doors interferes with the Museum’s strictly controlled temperature and humidity levels, established to protect the artwork.

Vendor

Signature: _____ Date: _____

Printed Name: _____

YAM

Signature: _____ Date: _____

Printed Name: _____

(Agreement will not be authorized until payment and required documents are received by the YAM)