



ST. MARY'S ART CENTER

2025 11TH ANNUAL HOLIDAY FAIRE APPLICATION



Submit your examples of your work and application
for early bird pricing no later than **October 3, 2025.**
For regular registration, submit no later than **November 21, 2025.**

Pricing Details:

Each Artist May Rent 2 Tables, Maximum to Ensure Diverse Offerings
NO additional floor area is allowed, thank you for understanding

- Table Fees are:
 - Early Bird Applications (due October 3): \$50 per table for both days
 - Regular Registration (due by November 21): \$60 per table for both days
 - Table Fees cover both days (single day table fees are NOT available)
 - We will provide 60"x30" tables, 2 chairs, and light snacks.
 - Members receive \$5 off per table
- The 1st and 2nd floor are reserved for those unable to navigate stairs first, and secondarily for those with particularly heavy work (such as pottery and woodwork)
- We will have a limited number of tablecloths available to borrow, please feel free to bring your own.
- For early bird discounted table space rental fees, submission is required by 5pm on October 3, 2025. **Space is limited and tables sell out quickly.**
- Our Artists and Makers are also invited to rent one of our available guest rooms at a discounted rate (some rooms are unavailable to allow for faire tables), first come, first serve. Make it easier and even more festive and spend the night in beautiful Virginia City with fellow artists.
- Special Holiday Faire Artist Guest Room Rates:
 - Single Guest Room (1 full or queen size bed – \$50/night + 10% Room Tax
 - Double Guest Room (2 twin or full size beds) \$75/night + 10% Room Tax
- Email this application and contract below to us, per the instructions below. Payment is not required at time of submission but is required upon acceptance into the Faire. Submitting this file does NOT guarantee a table(s) in the Faire until signed by St. Mary's Art Center Executive Director and payment has been processed.



ST. MARY'S ART CENTER

2025 HOLIDAY FAIRE CONTRACT TEMPLATE

I (Artist/Vendor), _____, agree to adhere to the terms stated in this 2025 Holiday Faire Contract. I acknowledge that failure to abide by the terms of the Contract shall be considered a breach of contract that may result in the loss of privileges including, but not limited to, expulsion from the event, without recourse or refund.

If I assign an Agent, that Agent is hereby granted permission to act on my behalf with regards to all aspects of the Artist/Artisan Works and Sale thereof. I understand that I am legally bound by the actions of my designated Agent.

I understand that I and/or my Agent are fully responsible for the appropriate collection of Sales/Use Taxes and submission to the State of Nevada or other required governmental agencies. St. Mary's Art Center shall not be liable or responsible for collection, reporting or payment of sales/use tax for any sales of my artwork.

ARTIST INFORMATION

(please write legibly)

Artist/Vendor Name:
Street/Mailing Address:
City/State/Zip Code:
Phone Number:
Email Address:
Website:
Type of Work for Sale:

FEES	QUANTITY	10% STOREY COUNTY ROOM TAX	TOTAL
Early Registration Table Fee (register by October 3) - \$50 each			
Standard Table Fee (register by November 21) - \$60 each		Not Applicable	
Member Discount - \$5/table			
Single Guest Room (1 Bed) \$50/night			
Double Guest Room (2 Beds) \$65/night			
Storey County Room Tax (10% of Guest Room Total)			
Donation to St. Mary's Art Center (optional)			
TOTAL			
Donate to Silent Auction & Raffles? (please answer yes/no)			

Contact: A. Perry, Executive Director
aperry@stmarysartcenter.org
PO Box 396
Virginia City, NV 89440
775.847.7774 Office - 561.339.4554 Cell
***Email is preferred for tracking purposes**

HOLIDAY FAIRE CONTRACT TERMS:

Artist/Vendor (herein known as “Artist”) and St. Mary’s Art Center (hereinafter known as “SMAC”) agree:

1. Holiday Faire Open Hours are Saturday, December 6th from 10am – 4pm and Sunday, December 7th from 10am – 3pm.
2. Entry Fee & Registration is due no later than November 21, 2025 at 5pm unless otherwise agreed with SMAC Executive Director.
3. Artists may unload and load their work at the appropriate entry doors. Artists must relocate their vehicles across the street in the High School Parking Lot, unless otherwise agreed, to ensure shoppers have primary access to close parking.
4. SMAC will provide lunch buffet options for the artists in the south kitchen. If participants have dietary restrictions, please plan on bringing own meals.
5. Artists are responsible for their own sales tax collections and reporting unless active exhibiting artists in the galleries, or as agreed in advance.
6. Tables and chairs will be provided and set up by SMAC for use as agreed in this Contract (see Page 1). The Artist may not move the tables or other furniture without the express approval of the SMAC Executive Director. Tables are specifically assigned by St. Mary’s Art Center at our discretion to accommodate a variety of factors including, but not limited to, accessibility, collaborations or diversity of artwork per area.
7. Artists MAY NOT bring their own tables, chairs, or freestanding displays without advance approval in writing. Use of own table, cart, or freestanding displays is considered a table space and subject to the same table fees. If the Artist wishes to use their display, table, cart, etc., in lieu of St. Mary’s, advance review and approval must be received in writing. We seek to provide equal exposure and opportunity along with consistent footprints among all participants.
8. The Artist may deliver and set up their table(s) between December 5th, 1pm – 6pm and/or December 6th, 7:30am – 10am, unless staying overnight at SMAC. Artists staying the night in the art center are welcome to set up their tables on December 5th at their leisure, completion no later than 10am on December 2nd.
9. The hallway walking paths must remain clear for ease of movement and safety, including 32” minimum for wheelchair access. Please keep chairs and additional display racks, props, etc., out of the primary traffic paths. Per item 7, additional racks and props exceeding the table space must be

approved in advance.

10. Artists must park their vehicles during the hours of the event across the street in the Virginia City High School parking lot unless otherwise approved in advance by the Executive Director. Our parking lot is limited and must be reserved for the shoppers.

11. Artist must break down their work and clear their space of debris, decorations, etc. by 5:30pm, December 7th, **2025**.

12. The Artist MAY NOT hang any work from the walls of the building or any other SMAC surface in any way, move furniture or existing artwork. Further, Artists may NEVER lean their work against any artwork or displays of St. Mary's Art Center.

13. The Artist agrees all work sold at their table(s) are their original work. If an Artist intends to sell another Artist's work, this requires the signature by the original Artist and assignment of Agent in a separate 2025 Holiday Faire Contract.

14. **Artists may NOT deviate from approved and committed types of work for sale.** SMAC works diligently to ensure there is diversity, minimal "competition" of similar works, and organizes table assignments for the best and most interesting shopping experience. Thank you for understanding.

13. SMAC does not carry insurance to cover the Artist's work. It is the responsibility of the Artist to obtain any desired insurance. The Artist assumes all liability of theft, damage, destruction or loss of their works and agrees to hold SMAC and its staff and volunteers harmless.

14. All work sold by the Artist at the Artist's rented table are the responsibility of the Artist. The Artist retains 100% of any sales from their table(s). The Artist is solely responsible for the appropriate collection, reporting and payment of Sales/Use Taxes to the appropriate government agencies.

15. Artists renting a guest room during this event for their overnight stay agree to the standard Guest Room Rental Contract and abide by its rules, terms and conditions.

16. Artists are welcome to bring someone to assist in managing their table(s) and sales. Two chairs are available with each artist registration.

17. Placement by friends, family, or preferred Artists is NOT guaranteed, nor previous table assignments. We revisit the floor plans each year to curate for diversity of offerings and to keep the Faire fresh and interesting for shoppers. We will do our best to accommodate where possible and appropriate, but there are no guarantees.

18. Children are welcome to attend the Faire as guests as supervised by other adults also attending as guests. **Please do NOT bring children to sit at the tables as participants unless approved in advance by the Executive Director.** Seating and traffic space are limited and we must keep table areas professional and accessible. Children may not be left unsupervised at any time at the table or in the building.

19. SMAC will refund 50% of the registration table rental fee up to 30 days before the event. Cancellations received after this deadline will not receive refunds unless agreed with the SMAC Executive Director. Thank you for your support and understanding of the time and financial investment

to offer a fine arts and craft faire with broad reach and maximize the event's success.

20. In consideration of SMAC granting permission to use its premises and facilities, Guests and Users waive all claims for any liability including injury, loss from theft, vandalism, accidents, or acts of God that may be sustained at SMAC. The Guests and Users assume the risk of all conditions in and about the facility and expressly release Storey County, its officers, agents, and employees and St. Mary's Art Center, Inc., its officers, members, employees, contractors and volunteers from any and all liability.

21. By signing this agreement, Artist agrees to be included in social media, videography, and any/all marketing materials and outlets by St. Mary's Art Center, our marketing and public relations firm, and the Virginia City Tourism Commission and their marketing and public relations agencies/staff.

22. If a second Artist is participating at the table(s), their name and signature are also required.

Artist 1 Name

Artist Signature

Artist 2 Name

Artist Signature

Agent Name Agent Signature

Date

St. Mary's Art Center Signature

Date

Requested Permissions: