



Hutchinson Art Center 2024 Art Fair

Mail to:
Hutchinson Art Center
405 N. Washington
Hutchinson, KS 67501

Saturday, May 11, 2024 9:00 AM to 4:00 PM
Sunflower South Building, Kansas State Fairgrounds

Student Entry Form

Booths are \$60 and may be shared by up to 3 students

School _____

Instructor _____

Email _____ Phone _____

Student 1 Name _____

Street Address _____

City/State/Zip _____

Email _____ Phone _____

Student 2 Name _____

Street Address _____

City/State/Zip _____

Email _____ Phone _____

Student 3 Name _____

Street Address _____

City/State/Zip _____

Email _____ Phone _____

KANSAS DEPARTMENT OF REVENUE REQUIREMENTS

An Event Sales Tax Account Number will be provided to you the day of the fair. After the Art Fair, multiply your total sales by .086, which is your sales tax due. Mail a check for this amount to the Department of Revenue with the envelope included in your sales tax paperwork.

I HAVE READ AND UNDERSTAND ALL ARTIST REQUIREMENTS AND I WILL FOLLOW ALL FEDERAL, STATE, AND LOCAL LAWS GOVERNING RETAIL SALES TAX. I REALIZE THAT FAIRURE TO COMPLY MAY RESULT IN EXPULSION FROM THE SHOW.

Signed _____ Date _____

_____ Date _____

_____ Date _____

Instructor _____ Date _____

Information and Instructions

An artist's packet will be provided to you when you arrive at the Art Fair. This will include information about Kansas sales tax, State Fair guidelines, your booth number, and other information.

Deadlines: The deadline for registration is Thursday, May 2, 2024. Applicants will be notified of acceptance by letter (if self-addressed stamped envelope has been provided) or email shortly after your registration form is received. You may register after the deadline if space is available; however, your name may not be publicized in our listing of participants and other advertising. After Thursday, May 9, you may only register on Friday, May 10 in the Sunflower South Building at the registration table from 6:30 P.M.-8:00 P.M. There may be registrations the day of the Fair only if booth space is available. Registration fees paid Friday evening or Saturday morning must be paid in cash.

Artists may set up booths Friday night from 5:00-8:00 P.M. or Saturday morning from 7:00-8:30 A.M. Exhibit needs to be set up with the artist's yellow name card prominently displayed by 8:30 A.M., Saturday, May 11.

Each artist's booth space will be outlined on the floor of the Sunflower South Building; no walls, dividers, tables, chairs, or other items will be provided. All artists are responsible for transporting and setting up their own display materials. Booths are 10' x 10.' **There are a limited number of booths reserved for students.**

All responsibility and liability for insuring artwork is the artist's. The Hutchinson Art Association and all Art Fair sponsors are not liable for theft, damage, loss of property or personal injury. Sales tax is also the artist's responsibility. Volunteers will be available to staff booths if artists would like to take short breaks; booth sitters may be requested at the Registration table if one cannot be located. Wi-Fi is provided by the Kansas State Fair on an individual pay-to-use basis, but is unreliable; be prepared to use phone data for online payments.