



Hubbell House Alliance



ARTIST INFORMATION AND GUIDELINES

1. Our 6th Annual Art Along the Rio Grande is Saturday April 30th, 2022, 10:00 AM to 2:00 PM at the beautiful, historic Gutierrez Hubbell House, located at 6029 Isleta Blvd. SW, Albuquerque, NM 87105.

2. Artist Vendors are encouraged to sign-up for a booth space using the Online Artist Registration Form found at GutierrezHubbellHouse.org/art-along-the-rio-grande-2022

- To reserve a booth space, we require a \$55.00 non-refundable registration fee. Additionally, this is a fundraiser for the Friends of Valle de Oro National Wildlife Refuge and the Gutierrez Hubbell House Alliance, so we hope to receive an art donation to be raffled at the event.
 - This is in lieu of the 20% of art sales we have taken in the past.
 - You will be responsible for your own checkout, this year.
- You must fill out the Online Artist Registration Form and pay the \$55.00 registration fee by April 20th, 2021 in order to be guaranteed a spot. If vendor spots fill up prior to this date, the online registration form will be closed at that point. We encourage you to register early in order to assure you get your preferred booth type (outdoors under cover or outdoors with own canopy).
 - We are implementing a new payment system this year, so we cannot accommodate late registrations or exceptions to this deadline
- We will only be accepting registrations applications and payment via our Online Registration Form instead of by mail. You will receive a confirmation email after registering online, verifying your payment was processed and your registration went through. If you do not receive a confirmation email, please contact us at gutierrezhubbellhouse@gmail.com to verify if your registration was processed.

3. Vendor booth size and location

- Artists can indicate the type of space they prefer on their application (outdoors under cover, or outdoors with own canopy) but we cannot take requests for specific booth spaces.
 - We will not have indoor booths this year and all booths will be outdoors.
- "Outdoors under Cover" Vendor spaces are approximately 8'x8', are open on all sides, but have a roof for shade (they are located either on the venue "porches," under the Ramada or under a large shared canopy provided by the venue).

- “Outdoor with own Canopy” spaces are located in open areas at the venue, where you will be required to provide your own canopy, no larger than 10’x10’, and generally provide more room to spread out.
 - If you have an outdoor space and are bringing your own canopy, you must bring weights (not stakes) for your pop-up canopy in order to protect the venue and other artists from wind events that could lift your canopy. Each canopy will be inspected for proper set-up and weights prior to event start.
- Booth space is set by first come, first served basis when an artist is confirmed by submitting the Online Artist Registration Form and paying the registration fee.
- If we receive your registration and no longer have space in your preferred location, we will contact you to discuss the options that remain.

4. All artwork on display must be 100% family friendly and rated G.

- Event organizers reserve the right to remove any artwork with content that is considered questionable.

5. Vendor spaces can be shared among artists

- Only one registration payment (\$55.00) needs to be made per vendor space, and artists sharing a space will need to fit their combined wares within the one vendor space assigned to your group. *If more space is required, we recommend registering for booth space separately.*

6. Artists must provide their own table(s) and chair(s), along with table covers, displays, decorations, etc.

- All displays are to be free standing and contained within your exhibit space.
- We will not be providing tables or chairs, so come prepared with your own.
- Be prepared for the elements, as this is an outdoor event. Although we shifted the typical time-frame of this event to start and end earlier in the day, hoping to take advantage of cooler mornings and avoid afternoon thunderstorms, we do expect that it will heat up quickly and we may see some wind gusts or the potential for rain by the end of the event. In the event of thunderstorms with close lightening, we will pause or end the event early.

7. All vendors must adhere to the policies and rules of the event venue, the Gutierrez Hubbell House.

- The Gutierrez Hubbell House is on the National Register of Historic Places due to its status as a traditional adobe structure built in stages beginning in the 1840s and restored using traditional materials. The walls are fragile and can be damaged irreparably by liquids, dyes, friction, banging, or other substances. For this reason, the following are absolutely prohibited:
 - nailing into any structures
 - tape on any structures
 - staples, tacks, or pins except on designated boards
 - ties that rub or dig into adobe elements
 - leaning objects against adobe elements
 - indoor use of glitter, paints, or glue
 - beverages indoors except for water with a lid
- Museum staff and volunteers are happy to help you find a way to set up your display so that it meets these requirements.
- The Ramada is equipped with a sturdy wire cable for use in hanging banners or securing displays.
- Prior appointments to discuss your exhibition needs can be made by calling 505.244.0507 or you may visit during museum open hours, Thurs-Sat, 10:00 am – 6:00 pm.

8. Event Logistics

- Set-up is 8:00 AM to 9:45 AM, Saturday, April 10th.
 - **Please do not arrive before 8:00 am unless previously arranged.** The venue is closed to artists until 8:00 am, but volunteers will be ready at 8:00 am sharp to help artists unload.
 - **Artists must arrive by 9:00 am at the latest** or risk losing their reserved booth location.
 - Artists are expected to be set up no later than 9:45 AM.
- Unloading is in the south lot of the Gutierrez Hubbell House, indicated on the map that will be provided before the event.
 - There will be volunteer unloading support, with volunteers stationed at the Vendor unloading area.
- After unloading, we ask artists to relocate vehicles to a parking lot across Isleta Blvd. Parking attendants and signage will direct you to the vendor parking area.
- The event runs from 10:00 am – 2:00 pm and artists must stay for the full event unless there are extenuating circumstances and leaving early is approved by event organizers.
 - There will be volunteers roaming during the event to provide artist support in the form of watching over artwork if you need a break for essentials or to just get away for a moment, and other support.
- Tear-down is immediately following the end of the Show, from 2:00 - 3:30 PM.
 - There will be breakdown and loading support after the event ends at 2:00 pm.

9. Event Maps

- We will provide a draft of the event map a few days before the event for your review, although final booth locations will be provided to you the day of the event.
- Artist booth locations will be flagged with numbers corresponding to the map provided the day of the event.
- Volunteers will help you unload and identify your correct booth location the day of the event.
- The map also provides details about the location of restrooms, water, food, checkout & first aid.

10. We are requesting artwork and ware donations prior to the event for an in-person raffle.

- The Friends will be running a raffle during the in-person event, in order to drive interest and excitement in artists at the event and raise money for both the Friends of Valle de Oro NWR & the Gutierrez Hubbell House Alliance.
- Event organizers will conduct additional promotion about these items and the artists who created them as a benefit for vendors who donate an item to the online auction or raffle.
- If you are interested in donating an art piece or ware, please indicate this on the Online Artist Registration Form and bring the physical item to the Friends of Valle de Oro NWR table at the in-person event by 8:30 am to be available for winners to pick-up their item at the event or after the event.
- If you indicate interest on the Online Registration Form, event organizers may follow-up to get a photo of your item and any pertinent information about the item for advertisement on the Website.
- You will be provided with a receipt for your tax-deductible donation, after the event, via mail.

11. We ask that all artists support event promotion and continue to promote the event through their networks, social media, email, etc.

- We will send all confirmed artists an email with information and images that can be used on digital promotions or printed for flyering, posting, etc.

With any questions, please contact us at
gutierrezhubbellhouse@gmail.com

This email is monitored by volunteers, so be sure to leave a very detailed message.