

# Information Sheet for Ptarmigan Arts Pop-up Show

**Setup and takedown:** Artists may set up their show one hour before regular opening hours on the first day of their show. **Shows are to be taken down in the last hour of regular business hours on the final day of the show,** or if necessary during the first hour of the following morning during regular business hours.

**Artist in Attendance:** Artists must staff their show at all times and handle all sales transactions.

**Available displays:** Ptarmigan Arts has a six foot table (29x72), three double-sided free-standing grid rack panels, one large wooden print bin, and folding chairs. Artists are free to use these or any of their own display elements as long as they fit within the designated show area (approximately 6x9 feet plus the adjacent alcove area) and do not block, physically or visually, other artwork on display. Nothing may be fastened to or attached to any of the gallery walls.

**Food and drink:** Ptarmigan Arts does not provide food or beverages for First Friday receptions. Food and/or beverages may be offered by the artist with advance authorization from Ptarmigan Arts. Alcoholic beverages and controlled substance food items may not be served under any circumstances.

**Wi-Fi access:** An 8-hour SpitSpots pass is available for \$5.99, or a day pass available for \$8.99.

**Sales Tax:** You are responsible for your own business license and Kenai Peninsula Borough sales tax registration and payment for all transactions conducted within the Kenai Peninsula Borough and City of Homer. Please be prepared to show license, registration, or permits as required by the Kenai Peninsula Borough or other government agencies. For information on sales tax registration, please visit the Kenai Peninsula Borough Sales Tax page ([www.kpb.us/finance-dept/sales-tax/sales-tax-home](http://www.kpb.us/finance-dept/sales-tax/sales-tax-home)), email [salestax@kpb.us](mailto:salestax@kpb.us), or call (907) 714-2175. **Sales tax rate is 7.85%.**

**Cash:** Ptarmigan Arts will not have cash on hand to make change for pop-up artists. Please plan to bring your own cash, cash box, receipt book, and credit card reader (if you'd like to use one).

**Valuables:** Remove or secure your valuables overnight. Ptarmigan Arts is not responsible for lost or stolen items.

**Questions:** Please email [ptarmiganshows@gmail.com](mailto:ptarmiganshows@gmail.com) with any questions you have regarding your show.

## **Artist Cancellation and Fee Refund Policy:**

**First Friday Shows:** Artist cancellations within **30 days** of the scheduled show – fee is non-refundable. Artist cancellations **31 to 60 days** before the scheduled show date - \$50 cancellation/rescheduling fee. You have the option to reschedule to another available date within twelve (12) months. If you do not wish to reschedule, the rental fee minus \$50 will be refunded. Cancellation requests made more than **60 days** in advance of the show date will receive a full refund.

**Non-First Friday Shows:** Artist cancellations within **30 days** of the scheduled show -- \$50 cancellation/rescheduling fee. You have the option to reschedule to another available date within twelve (12) months. If you do not wish to reschedule, the rental fee minus \$50 will be refunded. Cancellation requests made more than **30 days** in advance of the show date will receive a full refund.

**Hardship Provision:** Show fees may be refunded in full or in part, or a show may be rescheduled without an additional fee, if you have to cancel a show on short notice due to a family emergency, serious illness, or other hardship. Hardship refund requests will be reviewed and considered by the membership at regular monthly meetings.