



2023 HANDBOOK



ARTISTS AND CRAFTSMEN OF THE FLATHEAD

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Updated January 4, 2023

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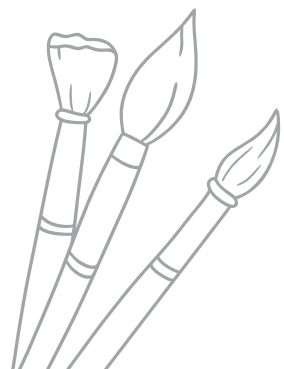
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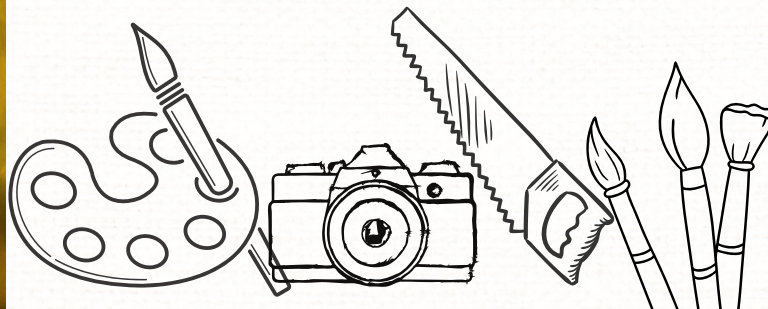


CODE OF CONDUCT



All ACF Members and guests will:

- 1 - Engage in professional relationships without bias or prejudice based on race, religion, gender, age, ethnicity, national origin, sexual orientation, marital status, socioeconomic status, political affiliation, or disability.
- 2 - Be honest, truthful, and fair in presenting information and in making public statements reflecting professional matters or colleagues and their professional role, whether verbal or through printed or electronic media.
- 3 - Accept responsibility for your actions, seek and acknowledge criticism of work, and offer honest and constructive criticism of the work of others. Properly credit contributions of others and do not accept credit for work that is not your own.
- 4 - Act in accordance with all applicable laws and regulations to your practice of the industry and country of business. Lend support to others who strive to do likewise.
- 5 - Make informed decisions.
- 6 - Avoid situations that create actual, potential, or perceived conflicts between personal and professional interests, and if a potential conflict of interest arises discuss all applicable facts to potentially affected parties.
- 7 - Abstain from behavior that will unjustly cause harm to the reputation of the organization, colleagues, and the community.



BYLAWS

As revised and ratified by General Membership majority vote on October 18, 2017, January 19, 2022, and December 16, 2022.

Article I: Name

The name of this organization shall be "Artists and Craftsmen of the Flathead".
(Herein noted "ACF")

Article II: Purpose

The purpose of the organization is to promote interest in the arts and crafts, to maintain a friendly relationship among artists and craftsmen, to encourage the highest possible quality of work by members, and to participate in art exhibitions, and displays. ACF is organized for charitable and educational purposes including providing information to members regarding small business opportunities, promotion of members' activities and teaching art and craft skills to others.

Article III: Membership

Section 1: Membership Eligibility

ACF will accept applicants who take an active interest in creating original art and/or handcrafted items, whether or not for the purpose of exhibit or sale or who would like to participate in the promotion of the arts and crafts in the community and who meet any requirements outlined in the ACF General Rules. Membership is open to any person 18 years or older, who resides in Flathead or Lake County for at least six (6) months of the year.

Section 2: Active Membership

A member is considered "Active" upon payment of annual dues and by continued optional participation in organization meetings, shows, or volunteer events.

Section 3: Membership Fees

Annual Membership Fees shall be paid by, or postmarked by the 3rd Wednesday of January, and are delinquent after the 3rd Wednesday of the February. The Treasurer or other designated person will notify members of their delinquent fee, and if payment is not received within 15 days of the date of the notice, membership status will be revoked. (revised 12/16/22)

Article IV: Officers

The officers of the organization shall consist of, at a minimum, President, Vice-President, Recording Secretary, Treasurer, and Show Committee Chairs, and these positions constitute the Executive Board. These officers shall be elected by a 2/3 vote of a quorum of the general membership and will assume office in January. Elected officers shall serve until a successor is elected. Additional Board positions may be created and filled as needed at the discretion of a 2/3 vote of a quorum of the general membership. See ACF General Rules for current officer position descriptions and responsibilities. (revised 2/17/22)

Section 1: Duties of Executive Board

The Executive Board shall conduct routine business, advise the membership in matters regarding policies of the organization and approve payment of operating expenses involving less than \$500.00 per item and payment of capital purchases involving less than \$300.00 per item. Operating expenses and capital purchase requests over these amounts will be presented by the Board to the membership at the next General Meeting.

Article V: Elections

Section 1: Nominations

A Nominating Committee consisting of at least three (3) volunteer members shall identify their nominations in advance of the Annual Election Meeting. Nominations from the floor will also be accepted. Voting shall take place at the Annual Election Meeting. (revised 1/19/2022)

Section 2: Term of Office

The Term of office for the members of the Executive Board, with the exception of the Show Committee co-chairs shall be one (1) year, with no term limits. The Show Committee will be elected for a term of two (2) years on a rotation basis to ensure there will be at least one "veteran" chair serving at the same time a newly elected chair begins a term.

Section 3: Vacancies

If any officer, except President, cannot complete their term of office, nominations and election shall be held at the next General Meeting. If the President chair becomes vacant during any portion of a term, the Vice-President shall serve as President until the time of the next elections. Serving as least half of a term is considered having served a full term.

Article VI: Meetings

Section 1: General Meeting

General Meetings will be held at least 4 times per year (quarterly). The day, time, location and frequency will be decided each year by the Executive Board and agreed upon by the membership. (revised 1/19/2022)

Section 2: Annual Financial Meeting

The Annual Financial Meeting will be held in the 1st quarter of each year and will include presentation of the annual financial reports and audit reports. (revised 1/19/2022)

Section 3: Annual Election Meeting

The Annual Election Meeting will be held in the 4th quarter of each year and will consist of new Officer Elections and examination of the organization Bylaws and Rules. (revised 1/19/2022)

Section 4: Special Meetings

Special Meetings of the membership may be called by the President or at the request of one-fourth (1/4) vote of a quorum at any general meeting. Notice must be given at least five (5) days in advance. Those calling a special meeting shall present to the Executive Board their request in writing, including the purpose for which the meeting is being called. (revised 1/19/2022)

Section 5: Quorum

The Quorum for General and Special Meetings shall be one-fourth (1/4) of the active members.

Section 6: Meeting Notices

Members shall be notified of all General or Special Meetings at least five (5) days prior to the meeting. This may be done by mailed newsletter, email or telephone.

Section 7: Executive Board Meetings

Executive Board Meetings shall be held monthly, with time and location to be decided by the Executive Board. Any member may request in writing to attend a Board Meeting, subject to Board approval. Visitors to the Board Meeting are not permitted to vote.

Article VII: Committees

The organization may utilize committees to fulfill certain positions on a permanent or temporary basis. The Executive Board or the general membership may create as many committees as deemed necessary to accomplish the goals of the organization. Any Member can request the formation of a Committee which shall then be voted on by the membership. Committee members may consist of volunteers or nominations from the general membership. Committees shall give monthly updates at the General Meetings for the duration of their formation. Definitions and responsibilities of the Committees in use will be listed in the current ACF General Rules.

Article VIII: Financial

Section 1: Fiscal Year

The fiscal year of the organization shall be from January 1st through December 31st.

Section 2: Use of Funds

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this

document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IX: Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised (RONR) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order that this organization may adopt.

Article X: Indemnification

To the full extent allowed by State and Federal Law, the organization shall indemnify any director, officer, former member, or representative against expenses actually and necessarily incurred by the organization in connection with the defense of any action, suit, or proceeding except in relation to matters with which an indemnitee shall have been adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty.

Article XI: Dissolution

In the event of the dissolution of the organization, any remaining assets shall be distributed to another organization of similar purpose or to a charitable organization, provided the organization is exempt under the current version of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.

Article XII: Amendment of Bylaws

These By-Laws may be amended by a two-thirds (2/3) vote of a quorum at any general meeting provided that written notice has been given to each member at the time the call to that meeting was sent. If written notice is not provided prior to the meeting, the discussion of and voting on the proposed motion or amendments shall be tabled until the next general meeting.



HISTORY OF ACF

*1981-2006 information written by Iris Stevens
2006-2019 information provided by Lindsay Mena
upon review of archived documents*

Our Story.

ACF was formed in May of 1981 as the brainchild of Kathy and John Harranon. John and Kathy were seeking alternative options for selling their products in the Flathead Valley since local art galleries were charging the artists 30% to 40% consignment fees. Farmers' markets were another option but were very produce-oriented and did not seem like the right venue for artists and crafters at that time. Additionally, Kathy and John learned that the Hockaday Museum was focusing its promotional efforts on out-of-town artists which ultimately excluded local, Kalispell-area artists. The fact that ACF grew so quickly in its first few years is a testament to the need to a local organization dedicated to supporting Flathead Valley artists and crafters. Kathy and John gathered a Steering Committee of 12 members to help them get ACF off the ground and running. ACF's logo was designed in 1981 by Vern Wyman.

In June of 1981, ACF had 31 members. By the following year, 1982, ACF had 118 members. In its largest membership years,

ACF had approximately 180 members. Membership numbers have fluctuated over the years, ranging anywhere from 30 to over 180.

The original name of ACF was "Artists and Craftsmen of the Flathead Valley." In 1992, the members felt that including the word "Valley" in the organization's title and requiring members to "live in Flathead Valley proper" was misleading to members who live in Lake County rather than Flathead County. Thus, the name was changed to "Artists and Craftsmen of the Flathead" and the Bylaws were amended.

In 2015/2016/2017, ACF was hearing concerns from its few-remaining members that ACF was not fulfilling its purpose, was not recruiting new members and had a bad reputation around the Flathead Valley. ACF formed a Reorganizational Committee to address these concerns and discuss ways to reinvigorate the organization. Today, new membership is back up and ACF hosts the largest two craft shows in the Valley each year!





Giving Back to the Community

ACF has always strived to give back to the community by either donating time, helpers, money or products to various other non-profits and causes around the Valley. Here are just a few examples:

For 6 years in the 90s, ACF participated in the Food Bank's annual soup dinner by creating and decorating ceramic soup bowls. These bowls were donated to the Food Bank and sold to patrons at the dinner. Profits from the bowl sales were kept with the Food Bank.

In 1993, ACF purchased grass seed for the Court House lawn. The grass seed was planted in April 1994.

In 1999 ACF provided a "kids-only" shopping booth at its Christmas Show which was intended to be a place where only kids (no adults) could shop. Items were donated to the booth by the members and were sold in the \$2.00 to \$3.00 range. All proceeds from this booth went to the Abby Shelter. This booth idea was only implemented for a few years because it was difficult to find volunteer members to manage the booth during the shows.

In the past, ACF donated annually to graduating high school students in the arts and crafts departments. Recipients of ACF's \$500 donations were selected based on submitted applications.

In relation to its new 501(c)(3) status, ACF now hosts a scholarship through FVCC – the "Create It Forward" scholarship. In September 2019, the \$1000 scholarship was awarded to its first recipient.

Now that the ACF's scholarship fund is well-established, ACF is seeking new ways and new places to donate funds to help support young artists and makers. Fundraising will continue into the future with the hopes that this scholarship and education fund can continue to be supported and funded for many years to come.





Meetings and Membership

The initial general meetings were held at the Pacific Power & Light facilities which were located on Meridian in Kalispell. Members were required to bring their own chairs if they wanted to sit during the meetings. Once the membership out grew the meeting space in 1992, meetings were held at the Eagles Club.

Originally, the Eagles Club did not charge ACF a meeting space rental fee. Instead, ACF had a contract to provide the Eagles Club with 1 item per month, valued at least \$30, for their various fundraising efforts. The donated item was provided each month by a different ACF member.

Due to limited spaces at many of its Shows, ACF required members to attend a minimum of three meetings per year just to be qualified to participate in the shows. It was also mandatory for a participating vendor to have been a member for at least one year before being allowed to participate in the shows. By 1997, the one-year-minimum rule was removed. However, the minimum meeting requirement was raised to 4 meetings per year to participate in the Christmas Show. This minimum was again raised in 1999 to 6 meetings per year.

Once ACF began hosting shows in larger venues, such as the Fairgrounds, the minimum meeting requirement was no longer necessary. However, to maintain meeting attendance, ACF implemented a discount option to members - \$5 off booth fee per meeting attended, up to 6 meetings. This discount option was changed in 2019, when ACF offered a trial "incentive program". As there was little to no increase in member participation with the new incentive program, the program was discarded again in 2020.

Now entering 2023, ACF is seeing more vendor applications than ever before.

Space is once-again limited by demand so ACF has implemented a "membership tiers" program which ACF hopes will give criteria within which booth placement priority can be granted based on a member's level of participation within the organization.

Shows and Show Committee

ACF's first show was held in October of 1981 at the train depot in Kalispell, the building we now know as the Kalispell Chamber of Commerce. At the time the building was unheated and had no lighting in some areas.

ACF's first Christmas Show was held in December 1981, at the Kalispell Armory on Hwy 93. The Christmas Show was held on Thanksgiving weekend starting in 1983 at the Outlaw Inn through 1985. In 1986, the show was moved to Cavanaugh's (now known as the Red Lion Hotel) and was held there through 2009. There was space enough for 65 booths. The 2010 Christmas Show was the first one held at the Flathead County Fairgrounds, Expo Building.

The first Summer Show was held in 1982 in an unpaved lot that is now Smith's Gas Station. In 1984, the Summer Show was held at the Courthouse West Lawn, where it was held through July 2018. Initially, vendors were permitted to pick their own booth site. For the first few years, there was no security hired for the show. Vendors were required to pack up their booths each night and re-set them each morning. Because this was an incredible hassle and some vendors did not return for all 3 days of each show, ACF began hiring overnight security in 1986.

In 1984, ACF participated in the Conrad Mansion Christmas show, occupying sale space in the Library. Members were able to display their items for sale and rotated hours of working during the show. When the Conrad Mansion offered its third floor for sale space, ACF took it. Some of

ACF's members even branched out on their own and filled separate rooms of the building.

By 1992, Show Committee was comprised of 8 hardworking people. As they became more organized and efficient, ACF found that only 3 people were required to fulfill Show Committee's needs, with each member of the committee serving a staggered, three-year term. Now, as ACF is once again growing rapidly and the shows are getting bigger and hosting more vendors, ACF's Show Committee is currently filled by 5 busy worker bees, serving staggered two-year terms.

ACF's Spring Shows were held on varying dates each year, at the B&B Grocery Store, Gateway West Mall the Kalispell Armory, and Depot Park, depending on what was available each year. Booth fee was \$15.00 and was limited to 50 booths. In addition to the "Spring Show", ACF began hosting a 4th show - the "May Fling", which was held on our around Memorial Day each year until 1995. Since ACF's Spring Shows never seemed to be profitable for any vendors, ACF discontinued hosting a Spring Show after 2014.

At the Spring Shows, ACF provided entertainment such as Sweet Adalines female singers, square dancing, organ



music and much more. In 1990, all the food vendors who were supposed to attend the show backed out. Since ACF was unable to hire another food vendor at the last minute, a charter member, Sandy Brown, gave up her own, normally-profitable ceramics booth and cooked hamburgers, hot dogs, salads and other side dishes on borrowed barbeques. Because of this, ACF began enforcing a “bond” or “participation deposit” for all food truck vendors to participate in the shows. The “bond” is then returned to the food vendors after they actually show participate in the show.

For a few years ACF members had some of their children dressed up as clowns who sold balloons with ACF’s logo for \$0.50 each. Funds raised by selling balloons were used to help cover advertising costs.

The hours of all ACF’s shows were originally set by the hosting venue. For example, when the shows were at the Mall or at Cavanaugh’s, the show hours matched the open hours of the Mall (10am - 9 pm, Friday and Saturday, 10am - 6pm on Sunday). In 1997, the members voted to set the hours themselves as 10 am to 6 pm on Friday and Saturday, and 11 am to 4 pm on Sundays.



Evolution of the Rules

Many of the rules ACF still enforces today were created out of necessity. For example, the “proper dress” and “no children in booths” rules were instituted after vendors at the 1982 Summer Show were disrupted by two vendors who appeared at the show inappropriately dressed and barefoot. Their children were also present at the show, running around in a disruptive manner.

ACF’s jurying process was implemented after a vendor at an outdoor Spring Show was selling satanic theme merchandise. The vendor was asked to leave after the first day of the show because many customers complained about the inappropriateness of the merchandise. Additionally, one year, a vendor was selling puppies, which are clearly not “handmade”.

When shows were hosted in smaller buildings, booths that had walls or barriers that were too tall, blocked light from their neighboring booths. Thus, the 6-foot height limit was implemented of “inner” booths.

The rule regarding table coverings needing to go all the way to the floor was created to ensure booths look cleaner and less cluttered after customer complaints at an early Christmas Show. After an out-of-town vendor at a Summer Show was visibly drunk, ACF implemented the “no alcohol” rule. Likewise, the “no smoking” rule was implemented after the same out-of-town vendor was smoking

during the show and neighboring crafters complained of the smoke penetrating their fabric products and retaining the stink.

In 1991, shoppers at the Christmas Show complaint to the managers of Cavanaugh's that they were being accused of shoplifting because they had purchased items from the vendors and were not given a bag. After this, ACF began recommending that all vendors provide bags to their customers.

In 1993, ACF began requiring food product vendors to provide copies of their food licenses and/or health permits with their show applications. This was implemented after someone from the Health Department notified ACF that this should be a MUST. In 2018 ACF increased this requirement even further to also require that food and bath & body product vendors now provide ACF with proof of product liability insurance.

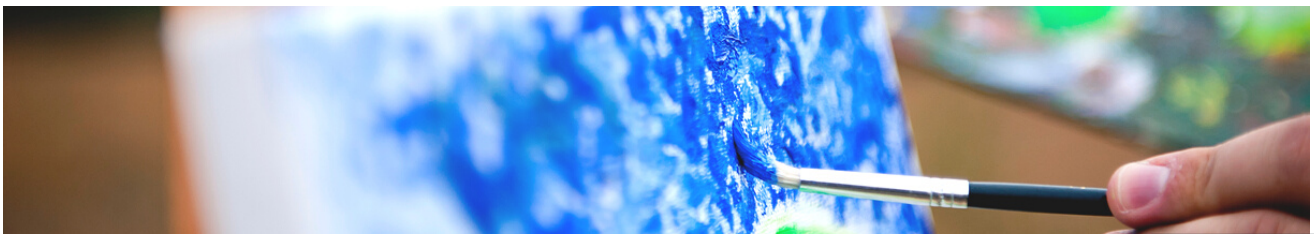
In 1995, many of the Bylaws were re-written to eliminate or revise gender-specific terms as many members considered them to be "limiting and discriminatory". For example: each time "his" appeared, the bylaws were change to "his/her". Anytime "chairmen(s)" appeared, it was changed to "chair/co-chairs"

Door Prizes and Advertising

ACF has always offered door prizes which were comprised of items donated by all the vendors. For the first several years, the door prizes were awarded at the shows every half hour. This was difficult, however, since the vendor announcing the winner had to leave his/her booth unattended to get to the microphone. Because it became difficult to get a volunteer to perform this task so frequently, in 1996, the half-hour door prizes were abandoned, and a "grand prize" was awarded once per day instead.

Due to limited budget in the early days, all ACF's banners and posters were handmade. Members would lay large paper banners out along the floor of their meeting rooms and hand paint them during meeting breaks. As ACF grew, the advertising budget was able to be increased and ACF began purchasing ad spaces in local newspapers and having its banners and posters professionally printed.

In January 2019, ACF joined the Kalispell Chamber of Commerce under the Chamber's 501(c)(3) membership options. This granted ACF many affordable advertising and networking opportunities.



HISTORICAL PRESIDENTS

ACF was formed in 1981 and has celebrated a long history of wonderful leaders and dedicated members.

1981-1982	Kathy Herranen	1999-2001	Beverly Medved
1982	Bud Byers	2002-2003	Sherry Attard
1983	Bob Anderson	2004-2006	Betty Jo Malone
1983-1984	Lil Freebury	2007	Larry Bodmer
1985-1988	Gene Peterson	2008-2009	Rhondy Holtzclaw
1989-1990	Connie Nelson	2010-2012	Jane Weise
1991-1992	Leona Fauske	2013	Beverly Medved
1993-1995	Harry Johnson	2014-2016	Lois Wisher
1995-1996	Iris Stevens	2017-2018	Christy Smith
1997-1998	Larry Johnson	2019-2022	Lindsay Mena
		2023	Ashley Bishop



GENERAL RULES

1 - Membership Fees

Applicants who meet eligibility requirements defined in the ACF Bylaws will pay the annual membership fee to maintain membership status. Membership fees are non-refundable. (revised 10/18/17 and 1/19/22)

2 - Meetings

General Meetings will be held at least 4 times per year. The location, time and frequency can be determined by the General Membership. Board Meetings will be held monthly on a date and at a location to be determined by the members of the Board. (revised 10/18/17 and 1/19/22)

2023 General

Meeting Schedule:

- January 18, 2023
- April 19, 2023
- June 14, 2023
- September 20, 2023
- November 15, 2023

2.1 - Meeting Attendance

Members are encouraged to attend as many meetings as they are able to throughout the year to receive new organization information and participate in Motion discussions and votes. The meeting at which a new member pays membership fees is the first meeting at which their attendance can be counted. (revised 1/19/22 and 12/16/22)

Meetings attendance credits for the current year are counted from January through December of the previous year. Members are responsible for ensuring they have signed in at the meetings and checking their attendance record prior to submitting booth fee payments. Attendance records can be confirmed by sending an email to artistsoftheflathead@gmail.com.

For 2023 only - meeting attendance credits will be counted from January 2022 through April 2023.

2.2 - General Meeting Agenda Items

Members may offer agenda items for General Meetings by contacting the President at least (7) seven days in advance of the meeting.

2.3 - Report of the Executive Board

A report of the Executive Board meeting shall be a part of the agenda of each General Meeting. Decisions made by the Executive Board that affect the general membership will be presented at the next General Meeting.

2.4 - Voting on Motions

Any Motion that requires 2/3 vote to pass must be presented to the General Membership by the Executive Board or a member of ACF and must be clearly articulated. A Quorum must be present for any vote to be counted. Voting may take

place in-person, either by raised-hand vote or written ballot, or via remote ballots that are either mailed to members or sent by email or online ballot provider. The Executive Board must ensure that all members have access to the remote ballots and that at least the minimum number of ballots to fill the quorum is returned and counted. (added 1/19/22)

2.5 - Presentations / Guest Speakers

Guest Speakers or special presentations may be given at General Meetings. The purpose of these special presentations should be to provide members with new, helpful or unique information related to arts/crafts and Show operations. Members may suggest guest speakers or presentations by contacting board members.

2.6 - Annual Picnic

The Annual Picnic will be held on a date, time and a location to be determined by the Picnic Committee.

3 - Miscellaneous

3.1 - Name Tags

Name tags are required to be worn by members while participating in ACF shows. Members are also encouraged to wear their name tags at the monthly meetings. (revised 11/15/18)

3.2 - Made in Montana

Made in Montana certification is not required but is recommended. The Made in Montana logos are trademarked. Utilizing the stickers or the logo without first becoming Made in Montana certified may subject you to fines or prosecution as per the applicable State and Federal laws. Please visit the Made in Montana website for more information. (revised 10/18/17)

3.3 - Directory

An ACF Directory shall be updated regularly listing all members and their contact information. You are responsible for informing ACF of any changes to your information. To request a copy of the Directory or to provide updated information, send an email to the ACF email address. (revised 1/19/22)

4 - Amendments

The ACF General Rules may be amended by the discretion of the Executive Board, on an emergency basis, or at any General Meeting by a majority (2/3) vote of a quorum. Members will be notified in writing of any changes or amendments.



ACF MEMBERSHIP

Tiers & Benefits

Eligibility Requirements:

ACF will accept applicants who are 18 years or older and who reside in Flathead or Lake County, Montana for at least 6 months of the year.

Your membership benefits will be decided based upon your participation in the organization. Earn credits each year toward your next year's membership tier & benefits. Credits are earned from January through December of the previous year

**for 2023 only - credits will be earned from January 2022 through April 2023

Criteria	Bronze (1st year as member)	Silver	Gold	Platinum
Annual Membership Fee	\$40	\$25	\$25	\$25
Credits (earned in previous year)	N/A	1-7 credits	8-11 credits	12+ credits
Other special requirements / Notes	all new members will start as Bronze for their 1st year			Board Members automatically qualify for Platinum in the year they serve on the board

How to Earn Credits:

- 1 - Attend Meetings
- 2 - write a blog post for ACF webpage
- 3 - other miscellaneous volunteering
- 4 - donate items for ACF to use in fundraising efforts.
- 5 - ACF will consider additional options as they come up. If you have any idea on how you can contribute to ACF, please let us know and we'd be happy to add options to this list.

Credit Values:

- Attend 1 General Meeting, Committee Meeting, or Annual Members Picnic = 2 credits
- Write 1 Blog Post = 1 credit
- Volunteering = 1 credit per hour
- Donate a \$1-\$20 value item = 1 credit
- Donate a \$21-\$40 value item = 2 credits
- Donate a \$41-\$60 value item = 3 credits
- Donate a \$61-\$80 value item = 4 credits
- Donate a \$81-\$99 value item = 5 credits
- Donate a \$100+ value item = 6 credits

- please note - not more than half of the required credits can be from donating. (up to 6 credits)

**Full year with no participation (0 credits earned) will mean you will only be eligible to participate in ACF-hosted events in the following year if space allows. (priority will be given over you to members with at least 1 credit earned, however you will still get priority of non-members)

Benefits

General Benefits	Bronze	Silver	Gold	Platinum
Receive Monthly Newsletters and ACF Handbook	Yes	Yes	Yes	Yes
Voting Privileges on any/all organization elections and motions	Yes	Yes	Yes	Yes
Option to serve on a Committee	Yes	Yes	Yes	Yes
Option to run for a Board Position	No	No	Yes	Yes

Website & Social Media Benefits	Bronze	Silver	Gold	Platinum
Have artist profile on the ACF Webpage	Yes	Yes	Yes	Yes
Featured Artists post on ACF social media pages	No	No	1 post per year	up to 3 posts per year

Benefits Continued...

Website & Social Media Benefits	Bronze	Silver	Gold	Platinum
Creation of social media posts for your business page to use	No	No	up to 5 posts per year	unlimited
Access to vendor-selling through ACF website	No	Maybe, as space allows	Yes	Yes

Events/Show Benefits	Bronze	Silver	Gold	Platinum
Can apply to be a vendor at ACF-hosted shows	Yes	Yes	Yes	Yes
Members' booth rate on ACF-hosted shows	\$150	\$150	\$100	\$100
Option to apply "veteran member" discounts to booth rates	No	Yes	Yes	Yes
Guaranteed single-booth space at ACF-hosted shows	No	No	Yes	Yes
Guaranteed option for 2nd booth space at ACF-hosted shows	No	No	Maybe - as space allows	Yes

Officers of the Board

2023 BOARD OF DIRECTORS

PRESIDENT:

Ashley Bishop

VICE PRESIDENT:

Pam Bondesen

TREASURER:

Sharon Askelson

RECORDING SECRETARY:

Pilar Ogier

MEMBERSHIP SECRETARY:

Lynn Krutzler

WEB ADMIN:

Lindsay Mena

SOCIAL MEDIA ADMINS:

Christina Smith

Gayle Emberstone

PUBLICITY ADMINS:

Wendy Maechtle

Jenny Reed

OUTREACH CHAIR:

Christina Williams

SHOW COMMITTEE:

Pam Bondesen

Pilar Ogier

Stacey Jewell

Amy Doyle

DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

Members of the Board meet monthly.

Executive Board Positions MUST plan to attend ALL BOARD MEETINGS

Executive Board members must ensure all duties and responsibilities assigned to their position are completed.

If your actions inspire
others to dream
more, learn more, do
more and become
more, you are a
leader.

—John Quincy
Adams

PRESIDENT:

The duties and responsibilities include but are not limited to:

- Coordinate all ACF operations.
- Preside at all meetings
- Maintain copies of all ACF records including, but not limited to, all secretary and treasurer reports and all organization Bylaws, Rules and membership lists.
- Coordinate and/or supervise committee chairpersons.
- Maintain spare keys to all postal service boxes and storage units.
- Co-sign checks with the Treasurer

VICE PRESIDENT:

The duties and responsibilities include but are not limited to:

- Function in the role of the President when the President is unavailable.
- Assist the President with all aspects of ACF operations.
- Reserve locations and dates for the any/all ACF events & meetings.
- Monitor and distribute to the appropriate person communications received on the ACF voicemail and ACF email account
- Continually ensure ACF is in full compliance with its written Bylaws.
- Collect nominations for following year's Board positions and present to membership prior to Annual Election Meeting

RECORDING SECRETARY:

The duties and responsibilities include but are not limited to:

- Record the minutes of all Board, General and Special Meetings,
- Present meeting summaries at the Board and General Meetings.
- Maintain the organization's original records of meeting minutes going back at least 3 years.
- Design, publish and keep up-to-date the organization's Handbook and Directory
- Write and provide to all members, a monthly ACF Newsletter.
- Coordinate notification to members of the date, time and location of any Special Meetings.
- Maintain newsletter records for the duration of his/her term and pass those records on to the next newsletter chair.
- Provide and maintain the General Meeting sign-in sheets.

TREASURER:

The duties and responsibilities include but are not limited to:

- Maintain all financial records of the organization for a minimum of 3 years
- File all required tax forms correctly, timely and accurately
- Write and sign checks and make bank account deposits
- Provide annual and monthly financial reports to the Board and the members
- Obtain permits and licenses as needed for events
- Participate in planning and evaluation of a fiscal budget that will be presented to the Board for approval.
- Address all Audit Committee concerns.
- Collect mail and disperse to the appropriate recipient
- Manage cash receivables and disbursements

MEMBERSHIP SECRETARY:

The duties and responsibilities include but are not limited to:

- Maintain and update the Membership List and maintain copies of all Membership Applications
- Send correspondence to members, including but not limited to greeting cards, welcome letters, sympathy cards, thank you cards, etc.

WEB ADMIN:

The duties and responsibilities include but are not limited to:

- Maintain ACF's webpage.
- Update the date/time information of the General Meetings on the webpage,
- Maintain current copies of relevant application forms on the webpage.
- Provide timely information for special events, such as the annual membership picnic, on the webpage.
- Coordinate with online vendor participants to ensure any orders made through the ACF market are timely shipped to each buyer.
- Provide monthly payments to vendors on any sales they make through the ACF market each month

PUBLICITY ADMIN:

The duties and responsibilities include but are not limited to:

- Publicize and advertise all planned activities and meetings.
- Provide any other advertisements as deemed necessary by the Board.
- Provide artwork or coordinate selection of artwork for event posters and flyers.
- Make copies of all posters, flyers and cards and have available for all members.
- Organize hanging of ACF show banners, signs and posters.
- Provide the ACF Treasurer with a detailed expense report for all advertising.
- Maintain a key to the ACF storage unit and be responsible for the removal and return of ACF publicity materials.

SOCIAL MEDIA ADMIN:

The duties and responsibilities include but are not limited to:

- Maintain ACF's online social media presence including Facebook page, Instagram Page and any other social media service utilized by ACF.
- Provide timely information for special events, such as the shows, on social media services.
- Assist members with questions related to the business pages on social media services.
- Provide support and additional promotion for members Facebook posts.

OUTREACH COMMITTEE CHAIR:

The duties and responsibilities include but are not limited to:

- Act as head of the Community Outreach Committee
- Organizing and coordinate activities that promote the arts and crafts in the Flathead Valley.
- Coordinate ACF sponsorship of activities hosted by other organizations.
- Organize and coordinate workshops for ACF members that focus on small-business tips, "how tos", and/or vendor tips for success at shows.

FUNDRAISING COMMITTEE CHAIR:

The duties and responsibilities include but are not limited to:

- Act as head of the Fundraising Committee
- Organize and coordinate activities and events with the purpose of raising money for the "Create it Forward" Scholarship Fund.
- Reviewing applications for the ACF Art Scholarship and advising the organization regarding which applicant was selected to receive the scholarship and why.

PICNIC COMMITTEE CHAIR:

The duties and responsibilities include but are not limited to:

- Act as chairperson of the Picnic Committee
- Organize the ACF Annual Picnic including selecting and presenting venue choices to the general membership, coordinating food and drink selection and notifying the general membership of the date/time on the event.

SHOW COMMITTEE CHAIR(S)

The duties and responsibilities include but are not limited to:

- Organize and coordinate all aspects of ACF hosted show events.
- Create show applications and provide them to members and potential guest vendors.
- Receive and review all applications for show events.
- Timely provide applicants and food vendors with their acceptance or rejection letters
- Design show layout map and assign booths spaces.
- Provide guidance, advice, and assistance to all show participants.
- Have the authority to monitor compliance with ACF General & Show Rules.

Committees

The organization may utilize committees to fulfill certain positions on a permanent or temporary basis, as per the ACF Bylaws.

AUDIT COMMITTEE:

The Audit Committee audits the Treasurer's books at the end of each year to ensure all deposits and checks paid are accounted for. The Treasurer may be present at audit committee meetings for the express purpose of answering questions. The Audit Committee will make and sign a written summary of their audit.

PICNIC COMMITTEE:

The Picnic Committee is responsible for organizing the ACF Annual Picnic including selecting and presenting venue options to the general membership, coordinating food and drink selection and notifying the general membership of the date/time on the event.

COMMUNITY OUTREACH COMMITTEE

The Community Outreach Committee is responsible for organizing and coordinating activities that promote the arts and crafts in the Flathead Valley. This can include hosting "art nights" at various schools or community centers, mentoring young artists and coordinating ACF sponsorship of activities hosted by other organizations. This committee can also plan and organize various small-business workshops for members to attend.

FUNDRAISING COMMITTEE:

The Fundraising Committee is responsible for organizing and coordinating activities and events with the purpose of raising funds for the "Create it Forward" Scholarship and Education Fund. This can include raffle baskets and ticket sales, collection of donations, and promotion of fundraising events. This committee will also be responsible for reviewing applications for the ACF Art Scholarship and advising the organization regarding which applicant was selected to receive the scholarship and why. This committee can also help coordinate donations of education funds to various local elementary schools and youth organizations.

WEBPAGE RULES

Our online market on the ACF Webpage is now live! Look at what we have so far: www.artistsandcraftsmen.org

Every ACF member is entitled to a profile page on the ACF webpage at no additional cost. Members are also eligible to participate in selling products online through the ACF Webpage, additional fees may apply.

ACF reserves the right to enforce the following rules and regulations to ensure our customers and webpage visitors are being provided the best experience possible.

Rule 1:

All webpage participants must be a member of ACF in good standing. Failure to renew your annual ACF Membership by the end of January each year will result in your profile and products being removed from the webpage.

Rule 2:

All products listed on the ACF Webpage must meet ACF's current jury criteria. See ACF 2022 Handbook for more information.

Rule 3:

ACF reserves the right to reject any product photos due to poor quality or inappropriate content. You will be notified if your product photo does not meet our standards and, if possible, we may provide suggestions on how to improve the product photo.

Rule 4:

All webpage sales participants must pay the \$10 annual maintenance fee. You will be billed for this fee when you are billed for your initial design fee. After your initial year, you will be billed in January of each year. Failure to timely pay the annual maintenance fee will result in removal of your items listings from the webpage.

Rule 5:

All webpage participants must have a valid email address and be able to accept money transfers from PayPal. When you make a sale, your money will be provided to you monthly (if sales are made) via PayPal.

Rule 6:

You are responsible for the content of your profile and product listings. Please check them carefully for typos or incorrect information. If you see a mistake, please let the web admins know ASAP so the mistakes can be corrected.

Rule 7:

When a sale is made, you must be able to ship or deliver the purchased item in a timely manner. We expect all webpage participants to be ready to mail/ship purchased items within 3-5 days of the sale. In the case of custom orders, you must indicate on the product listing the amount of time the buyer can expect to wait for a custom order to be created. You must then ship the custom item within 3-5 days of completion of the project. Failure to meet shipping deadlines will result in immediate removal from the webpage.

Rule 8:

You are liable for your own products. Damage to products during shipping/delivery are your responsibility. Additionally, complaints about your products from your buyers will be directed back to you to make right.

Rule 9:

You are responsible for informing the ACF Web Admin of any changes to your inventory. If an item is “sold out” and you fail to notify the ACF Web Admin, you will be responsible for paying any Shopify or PayPal fees associated with a refunded purchase.

GENERAL INSTRUCTIONS

Setting Up Your Profile:

All ACF Members are eligible for a **free** profile page on the ACF Webpage.

If you already have a website, or if you are not quite ready to start selling your products online, you can still have an online profile so shoppers and visitors can learn a bit more about you and your products. This is a good option for additional promotion of your existing pages and stores or a nice way to get your profile started online. We can always upgrade your profile and add products later if you want.

The profile page should include a photo of you, your logo, or a nice photo of one or more of your products, a little bit about you, your story, how you started creating your items and link(s) to your webpage and/or social media pages such as Facebook, Instagram, Etsy, etc.). Events in which you plan to appear throughout the year can also be added to your profile to help your customers find you.

Start Gathering Your Information:

Please provide your profile information by submitting through ACF's online form or send by email to ACF at artistsoftheflathead@gmail.com,

The more information you can provide, the easier it will be for the Web Admin to get your products listed right away. For additional guidance, you can use the 2022 Webpage Profile form and the 2022 Webpage Product form which will prompt you to gather the following information:

Profile Info:

This is your time to shine and tell your story. Find a photo that will stand out and share some details that will help your buyers remember you and come back for more later.

- 1 - Profile photo – can be a photo of you, could be your business logo, or even a nice photo of your products.
- 2 - Bio about you, the artist
- 3 - Other photos you would want to include - photos of you, photos of your booth, photos of your "in progress" projects, anything...the more the merrier!
- 4 - Social Media pages, if you would like to link them to your store page.
- 5 - Existing webpage or Shopify page.
- 6 - Events you plan to participate in this year



Selling Products:

ACF members can elect to also have product listings on the webpage. An additional "design" fee may be applied to participate in website sales. ACF reserves the right to assess the need for additional fees each year. Members will be notified in advance of web sales participation if a fee is necessary. This fee will be used to cover the costs of the monthly Shopify fees and the domain renewal fees.

If fees are applied, you will be invoiced through PayPal for your initial design fee AFTER your items are set up in your Shop Page. Billing is usually done at the end of each month.

A "shop" page will be created for you with up to 10 item slots. If you want more than ten item slots, this can be discussed with the Web Admin and may be contingent on the total number of participants and items already listed on the website. However, we encourage every webpage participant to start with only 10 slots at first to avoid becoming overwhelmed. You will coordinate with our web Admin to upload your product photos, item descriptions, prices, quantities, etc. The sale of items will be processed through ACF's account and we will send your sale income (minus Shopify or PayPal fees) on a once-per-month basis when your items sell. We can rotate new items and new photos into the slots as things sell. The shop pages will be checked daily, and you will be notified immediately if one of your items sells. You are responsible for timely delivering/shipping your items to the buyer.

Product Info:

Once you decide which items you would like to list on the webpage, you will need to provide the following:

1 - Product Photos

2 - Product Name/Title – recommended that you give your items a “nickname” or “title” that will act as your item’s headline on the listing

3 - Product Description – this should be a written description of the item. You can include things like what it is made from, what are its dimensions, does it come in multiple colors, is it a custom order, etc. If you need help coming up with more details to share, we are happy to help.

4 - Product Price – add shipping to your pricing as the ACF Webpage advertises all items as “free shipping”. For example, if your item costs \$12 but you estimate shipping to be \$5, then list your item as \$17.

5 - Product quantities – is this a one-of-a-kind item or can you make multiple? Do you only have a few in stock?

6 - Product varieties – does it come in multiple colors? Multiple sizes?

Your items are unique to you so do not be afraid to make your product listings as detailed as you would like. Think about the kind of questions you ask yourself when you're shopping for product online and try to answer them in your details. Make sure the buyer knows exactly what they are getting.

What happens when you make a sale?

When one of your items sells, the following steps will occur:

1 - You will receive an email, text and/or Facebook message from one of our web administrators notifying you of your sale and indicating that an email will follow with the sale information.

2 - You will receive an order summary or “Packing Slip” that will tell you which item was sold, the buyer’s name, buyer’s mailing address, amount paid and more.

3 - You are responsible for shipping the item to the buyer ASAP within 3-5 business days of the order

4 - Once the item(s) is shipped, you must immediately provide to the ACF Web Admin the shipping information including carrier and tracking number. If the item is hand delivered by you, please let us know immediately so we can make a note on the order page.

5 - We will then input the tracking number into the Shopify Order listing which will mark the item as “fulfilled” and will notify the buyer that their item has shipped.

You will receive payment for your sold items at the end of the month unless the amount of money owed to you is over \$200, in which case we will send your money to you right away, as our schedule allows. Payment can be sent to you by PayPal or by mailed check.

SHOW RULES

1 - Acceptance of Rules

By signing the Show application form, the applicant agrees to abide by all ACF Show Rules. Non-compliance may mean removal from a show and may jeopardize admittance to future shows. (revised 10/18/17)

ACF reserves the right to ask any vendor to leave ACF-hosted events, at any time, if they are found to be in violation of any written Bylaws, rules, regulations or code of conduct.

2 - Show Applications and Fees

The Show booth fee amount will be determined by the Show Committee prior to the publishing of the Show application. Fee amount may vary depending on advertising costs, host expense, number of available booth spaces, etc. (revised 10/18/17)

A - Application Form & Acceptance

Applications will not be considered complete until all required parts are returned to Show Committee, including but not limited to signed applications, booth fees, and product photos.

ACF reserves the right to refuse any application based on available space, appropriateness of the items or non-conformity with jury criteria. Only items produced by the vendor whose name appears on the application may be sold at any ACF show. NO resale items, imports or kits allowed. See Jury Criteria for more information.

Currently-registered members who have participated in an ACF-hosted show within the past 1 year may submit a show application without re-submitting product photos. However, if you will be selling new items and/or new types of items, you must submit photos of the new products with your show application.

B - Application Deadlines

Exact application deadlines will be set each year by Show Committee prior to publishing the show application form. In general, applications for the Summer Show may be due on or around the third Wednesday of April. Applications for the Christmas Show may be due on or around the third Wednesday in September. (revised 1/19/22)

C - Current Booth Fees - 10'x10' "single" booths

Members:	Bronze Tier	\$150
	Silver Tier	\$150
	Gold Tier	\$100
	Platinum Tier	\$100

Non-Members / Guests: \$200

**veteran members discounts still apply to all 2023 ACF-hosted events. You are responsible for applying your own discounts.

Veteran ACF Members:

5+ consecutive years as a member	\$10.00 off booth rate
10+ consecutive years as a member	\$15.00 off booth rate
15+ consecutive years as a member	\$20.00 off booth rate
20+ consecutive years as a member	\$25.00 off booth rate

Board Chairs: 50% off Members' booth rates

**participation in fulfilling position responsibilities must be confirmed.

D - Late Fee

Applications received after the DUE DATE will have a \$25.00 late fee – no exceptions. Late applications may be placed on a wait list. Booth assignment priority will go to applications received on or before the deadline. (revised 7/1/19)

E - Refund

Vendor applicants will receive a refund of their booth fee if they cancel their registration at least 30 days before the show and their booth space is able to be filled with another Vendor. Refund and cancellation requests after 30 days will be considered only in cases of serious family emergency, illness or death. The Show Committee must be notified as soon as possible if such an emergency arises. To be eligible for a refund, you must complete the written request form and submit it to the Board of Directors for their review.

Applicants who are not accepted into the Show either due to Jury Committee denial or lack of available booth space, will have their booth fee returned.

(revised 2/21/18)

F - Illness During Event

If a vendor starts to feel any symptoms of illness the evening before, DURING THE SHOW or in an evening between show days:

- Vendor MUST STAY HOME
- Vendor MUST contact ACF Show Committee ASAP upon feeling sick and needing to go home or stay home.
- Vendor can send a proxy or assistant to watch booth during the “open” hours of the event. Proxies or assistants MUST be from a different household as the vendor who is feeling ill. Proxies or assistants are welcome to stay for the remainder of the event to facilitate sale of the vendor’s items.
- Vendor can make arrangements for an assistant or proxy to come pack up the booth during “closed” hours of the event. No packing up or tearing down of booths will be permitted during show “open” hours.
- Unattended booths can be covered until the end of the event if arrangements for an early teardown during “closed” hours is not possible.

3 - Booth Assignments

Booth space at the ACF Shows will be assigned by the Show Committee. Vendors may make special requests and the Show Committee will try to accommodate these requests, as circumstances allow.

A - Multiple Booths

Any applying vendor, whether member or non-, may request multiple booths. Assignment of multiple booths to a single vendor will be on space-available basis at the discretion of the Show Committee.

B - Shared Single Booth

Any applying vendor, whether member or non-, may elect to share a single booth space with 1 other applying vendor. Both vendors must complete their own Show application and submit their items for jurying. Each vendor will pay half of the booth rate. Should additional discounts apply to either or both vendors, each vendor will pay half the booth rate minus their own applied discount.

C - Joint Double Booths

Any applying vendor, whether member or non-, may request to have their single booth joined together with 1 other applying vendor’s single booth to form a “double booth”. These requests will be reviewed by Show Committee and may be permitted as space allows. Both vendors must complete their own Show application and submit their items for jurying. Each vendor will pay their own single booth rate separately. Should additional discounts apply to either or both vendors, each vendor will pay their own single booth rate minus their own applied discount.

D - Members' Booth Assist / Special Needs

In special circumstances, Members may request to “assist” another Member, by sharing a portion of their booth space with them, even if the Member in need of assistance will not be able to attend the Show. Circumstances where this could be considered may include, but are not limited to, financial issues or medical issues. This situation will only be considered on a case-by-case basis by the Show Committee and ACF Board, who will determine if accommodations can or should be made and must be brought to ACF’s attention in advance of the application deadline.

4 - Jury Criteria

All products to be sold or displayed at ACF Shows must be approved by at least 3 members of the Show Committee or Board of Directors. ACF reserves the right to exclude any applicant, whether member or non, due to lack of adherence to the below criteria. ACF further reserves the right to exclude any non-member applicant from its show due to lack of space, or due to high volume of the same art/craft medium. ACF shall accept handcrafted items created by the applicant based on the following criteria. (revised 11/20/19 and 1/19/22)

1. Items are handcrafted/handmade by the applicant.
2. Items are significantly changed from their original form. “Significantly” means more than 70% of the item’s parts/pieces are handcrafted/handmade or are changed from their original form or from their original intended use by means of handcrafting or upcycling.
3. No commercially produced items will be accepted.i.e. DoTerra, Pampered Chef, Tupperware, Yankee Candles, LuLaRoe, etc. Items must be handmade by the applicant.
4. Photographers: ACF acknowledges that your product is your image. The choice of item your image is printed on is yours to make. However, all images must be your own.
5. Bath & Body or Cosmetics Products: You must be in compliance with all applicable labeling laws and regulations, including but not limited to 21 U.S.C. 321-392 and the FD&C Act. You must also provide ACF with proof of liability insurance with ACF listed as additional insured.
6. Pre-Packaged Food Products:
Vendors operating under a Food Manufacturing License or Retail Small Food License:
 - Must provide ACF with a copy of their current license and kitchen rating and must display your kitchen rating in your booth during ACF-hosted events.
 - Must provide ACF with a copy of product liability insurance with ACF listed as additional insured or certificate holder.
 - Must comply with all food packaging and labeling requirements as per your license.

Vendors operating under a Cottage Food License:

- Must provide ACF with a copy of their current cottage food license and must display your cottage food license in your booth during ACF-hosted events.
- Must provide ACF with a copy of product liability insurance with ACF listed as additional insured or certificate holder.
- Must comply with all food packaging and labeling requirements as per your license.
- As a reminder, Cottage Food vendors are not permitted to give samples unless they are pre-packaged.

ACF will not accept any vendors who are operating under SB199 – Montana Local Food Choice Act (MLFCA).

5 - Show Hours

A - Set Up

Set up times will be listed on the welcome letters and show maps. Booths are to be completely set up before the first day of the show, at least 1 hour before the scheduled opening time. No display items or merchandise may be brought in before the scheduled set up times, unless otherwise authorized by Show Committee.

B - Show Hours

Show hours are listed on the show maps. Vendors must be available in their booths at least 1 hour before show opening time on the first day of the show and at least 30 minutes before opening time on the other days of the show. Booths must be attended at all times and remain open during all show hours.

C - Teardown

No early teardowns will be permitted. In the event of a personal or family emergency, illness, inclement weather, or other legitimate reason, vendors **MUST** notify Show Committee of their desire to leave or teardown early. Additionally, Show Committee will notify all vendors of early show closures, if such an instance occurs.

6 - Booth and Display

A - Booth Design

Tables must have covers that come to within 2 inches of the floor on all sides. Booth area must be kept well organized and free of litter. Supplies, coolers, storage tubs, boxes and other similar items are to be kept out of sight.

Only 2 people directly involved in selling may be in each booth.

Displays must be in stable condition to prevent accidents. Vendors are liable for booths and contents regardless of a potential accident's cause. A customer does not pay for damage unless it was deliberate.

B - Indoor Shows

All items involved with an indoor booth display, including, but not limited to merchandise, tables, decorations, lights, vendor chairs, personal items, extra inventory, frames, etc., must be kept within your allotted booth boundary.

Use of canopy frames is permitted but must be approved by Show Committee in advance of show set-up times. Canvas/cloth top is not permitted indoors, but canvas/cloths sides are okay. Your use of frame may dictate your booth location within the building.

Use of generators is not permitted indoors.
(revised 11/20/2019)

C - Products & Displays

Merchandise must be priced, and the price must be clearly visible to customers. No haggling or bargaining is permitted. If you'd like to offer a sale or discount, the sale must be consistent for all days of the event.

Placing sold items in a bag is encouraged.

Displays must be in stable condition for public safety reasons.

You are responsible to follow all applicable State and Federal Regulations for your product.

Vendors selling food products in compliance with the Montana DPHHS Cottage Food Program must provide Show Committee with a copy of their license, proof of liability insurance and must maintain adequate labeling and packaging as per MCA 50-50-101-403.

Vendors selling cosmetic products must follow all pertinent labeling laws and regulations and provide Show Committee proof of liability insurance.

D - Children

No children are allowed in or around the booth unless they are of sufficient age (at least 14 years old) to participate as one of the two sellers.

7 - Insurance

ACF's insurance covers liability for customer accidents during the show. It does NOT cover damages to your products. ACF recommends that each vendor considering purchasing their own product liability coverage. Vendors selling food products or cosmetics products must provide proof of liability insurance and have ACF listed as "additionally insured".

8 - Smoking / Alcohol / Animals

There shall be no smoking or drinking alcohol by any vendor within show boundaries.

No animals belonging to show vendors are allowed within the show boundaries unless they are service animals. Consistent with ADA regulations, ACF reserves the right to inquire whether the animal is present because of a disability and what work or task the animal has been trained to perform. Please inform Show Committee in advance of the event start time of your service animal. ACF reserves the right to ask any handler and service animal to leave the building for aggressive or inappropriate behavior.

9 - Door Prizes

ACF may choose to offer door prizes at any of the organization's Shows. Door prizes will consist of voluntary donations by participating vendors. This donation is non-tax deductible, and no receipt will be given for donations. (revised 10/18/17)

10 - Food Trucks

Food Trucks/Food Vendors are individually solicited by the Show Committee for the purpose of providing on-site food services. Food Trucks must submit a completed "Food Vendor Application".

Food Truck vendor must also provide to ACF:

- Copy of current Flathead County Health Department "Retail Food Small" License
- Copy of current Flathead County Health Department inspected kitchen grade/rating
- Copy of Liability Insurance with ACF listed as additional insured or certificate holder.
- Plan to submit a "Concession Agreement" to the Flathead County Fairgrounds and be prepared to pay their required concession percentage (15% of income)

*This rule does not apply to vendors who sell pre-packaged food products. Please see the 'Products and Displays' Rule

11 - Dress Code & Name Tags

All vendors will dress appropriately for a family-friendly event. Wearing of dirty clothing or inappropriate clothing logos will not be permitted.

Members are required to wear nametags at all ACF-hosted Shows and events.
(revised 10/18/17)

12 - Security

Event buildings will be locked during non-show/non-setup hours. It is suggested that all merchandise be covered during non-show hours to discourage handling/theft.

13 - Parking

Vendors must provide license plate numbers, make, and color of vehicles. Immediately after unloading, vehicles must be moved to designated vendor parking areas on the parking map.

14 - Problems & Suggestions

It is expected that all vendors will be always courteous and thoughtful to the public and other vendors. Any problems, concerns or complaints arising during the show should be taken immediately to a Show Committee member.

The Show Committee is continually open to suggestions and ideas. A suggestion form will be provided to all participants before closing of each show for your input.

15 - Amendments to Show Rules

Amendments to the Show Rules & Regulations can be done by a 2/3 majority vote of a quorum or at the discretion of Show Committee.

2023 ACF-HOSTED EVENTS

SUMMER SHOW
(PARTNERED WITH FOOD
TRUCK FESTIVAL)

**JUNE
23 & 24**

Trade Center @ Fairgrounds
2-day - indoor event
Application Deadline = 3/31/23

**CHRISTMAS
SHOW**

**NOV.
24-26**

Trade Center @ Fairgrounds
3-day - indoor event
Application Deadline = 8/31/23

FLATHEAD VALLEY

2023 Vendor Events

<p>KALISPELL WEEKEND MARKET - BE MINE VALENTINE'S POP UP</p>	<p>FEB 4 & 5</p>	<p>Kalispell Center Mall - Old Herberger's Application Deadline = 1/16/23</p>
<p>CABIN FEVER CRAFT & VENDOR SHOW</p>	<p>FEB 10 & 11</p>	<p>Expo Building @ Fairgrounds Application Deadline = 1/10/23</p>
<p>CABIN FEVER Days & BAR STOOL RACES</p>	<p>FEB 11</p>	<p>Martin City, MT</p>
<p>CABIN FEVER MARKET</p>	<p>MAR 4</p>	<p>Swan River Community Hall Bigfork, MT</p>
<p>PRAIRIE SISTERS VINTAGE MARKET</p>	<p>MAR 11</p>	<p>Flathead County Fairgrounds</p>
<p>GOLD, GEM & MINERAL SHOW</p>	<p>MAR 11 & 12</p>	<p>Flathead County Fairgrounds</p>
<p>KALISPELL WEEKEND MARKET - SPRING FORWARD POP UP</p>	<p>APRIL 1 & 2</p>	<p>Kalispell Center Mall - Old Herberger's Application Deadline = 3/24/23 Apps will be available 3/13/23</p>
<p>SPRING FEVER ARTS & CRAFTS SHOW</p>	<p>APRIL 1</p>	<p>Marion Trading Company 8200 US Hwy 2 W, Marion, MT</p>
<p>CRAFTER'S FAIR</p>	<p>APRIL 2</p>	<p>North Valley Eagles, C.Falls Apps will be available 3/17/23</p>
<p>KALISPELL WEEKEND MARKET - MOTHER'S Day POP UP</p>	<p>MAY 6 & 7</p>	<p>Kalispell Center Mall - Old Herberger's Application Deadline = 4/28/23 Apps will be available 4/16/23</p>

FLATHEAD VALLEY

2023 Vendor Events

SPRING VILLAGE MARKET	MAY 6	Swan River Community Hall, Bigfork Application Deadline = 4/1/23
ST. REGIS FLEA MARKET	MAY 27-29	St. Regis Community Park Application Deadline = 5/1/23
ACF SUMMER SHOW (PARTNERED WITH FOOD TRUCK FESTIVAL)	JUNE 23 & 24	Trade Center @ Fairgrounds Application Deadline = 3/31/23
WHITEFISH ARTS FESTIVAL	JUNE 30 - JULY 2	Whitefish Depot Park Application Deadline = 2/23/23
SUMMER VILLAGE MARKET	JULY 1	Swan River Community Hall, Bigfork Apps will be available after May 6
THE MARKET BEAUTIFUL	JULY 7 & 8	Snowline Acres, Kalispell
KALISPELL ART IN THE PARK	JULY 14-16	Kalispell Depot Park Application Deadline = 2/13/23
THE EVENT at REBECCA FARM	JULY 19-23	1010 West Springcreek, Kalispell Application Deadline = 3/31/23
FLATHEAD CHERRY FESTIVAL	JULY 29 & 30	Main Street, Polson, MT Application Deadline = 4/15/23
MT RENAISSANCE FAIRE	JULY 22-23 & 29-30	Majestic Valley Arena

FLATHEAD VALLEY

2023 Vendor Events

BIGFORK FESTIVAL OF THE ARTS	AUG 5 & 6	Electric Avenue, Bigfork Application Deadline = 3/31/23
HUCKLEBERRY Days	AUG 11-13	Whitefish Depot Park Application Deadline = 2/28/23
HUCKLEBERRY FESTIVAL	AUG 12	Swan Lake Day Park
NW MT Fair & RODEO	AUG 16-20	Flathead County Fairgrounds
FLATHEAD CELTIC FESTIVAL	SEPT 8 & 9	Centennial Farm, 563 McMannamy Draw, Kalispell Application Deadline = 8/8/23
FLATHEAD QUILTERS - QUILT SHOW	SEPT 15-16	Flathead County Fairgrounds
AUTUMN VILLAGE MARKET	OCT 7	Swan River Community Hall, Bigfork Apps will be available after July 1
BARNCRAFTERS CRAFT SHOW	OCT 20-21	Flathead County Fairgrounds
ACF CHRISTMAS SHOW	NOV 24-26	Trade Center @ Fairgrounds Application Deadline = 8/31/23
CHRISTMAS SHOPPE	DEC 2	Flathead County Fairgrounds
CHRISTMAS VILLAGE MARKET	DEC 2	Swan River Community Hall, Bigfork Apps will be available after Oct 7



Are you a Facebook user? Consider joining/following the Group called "Flathead Valley Makers Markets". This group is run by ACF and we share more event details throughout the year as we find them.

Scan code to go to the Group.

LOCAL WEEKLY MARKETS

BIGFORK VILLAGE MARKET	MONDAYS	191 Mill Street, Bigfork 5 pm to 7:30 pm
WHITEFISH FARMERS MARKET	TUESDAYS	Whitefish Depot Park 5 pm to 7:30 pm
BIGFORK FARMERS MARKET	WEDNESDAYS	22 Sway Way, Bigfork 3 pm to 6 pm
COLUMBIA FALLS COMMUNITY MARKET	THURSDAYS	830 1st Ave West, C.Falls 5 pm to 8 pm
KALISPELL FARMERS MARKET	SATURDAYS	FVCC South Parking lot 9 am to 12:30 pm



ARTISTS AND CRAFTSMEN OF THE FLATHEAD

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