

2019 Hallmarket Vendor Participation Guidelines

1. Participation and Eligibility

- a. All current Hallmark employees at headquarters and outlying facilities.
- b. Retired Hallmark employees in good standing as defined by Human Resources.
- c. Not eligible:
 - i. Former Hallmark employees without retiree status.
 - ii. Guidant or other contract employees.
- d. All participants must complete the online call for participation by Friday, June 28, 2019.

2. Cancellation Policy

- a. Cancellations will be accepted up to 14 days prior to event.
- b. Cancellations within 14 days of the event or vendors who do not exhibit the day of the event will be considered a no-show.
- c. Vendors classified as no shows will be ineligible to participate the following year.
- d. If a vendor no shows twice, the individual will be ineligible to participate for five years.
- e. Special consideration will be made by the planning committee for no show status for vendors who must decline participation within 14 days of the event for extenuating circumstances (i.e. family or medical emergency, injury, etc.).

3. Vendor Exhibit Space

- a. Participation is open to eligible employees and retirees.
- b. Each vendor will have a 10' x 10' booth space.
- c. Hallmark will provide tent, permits and security.
- d. Hallmark will provide one 6' table and two chairs per booth.
- e. Hallmark will provide signage for artist name and booth number. All other branding and décor is the responsibility of the vendor.
- f. Booth placement will be determined by the Hallmarket Planning Team. Requests for specific booths will be considered but placement not guaranteed.
- g. Hallmark does not provide private storage space at the venue for vendors. You may keep your personal belongings and art at your booth at your own risk.
- h. Hallmark does not provide food or beverages including water for vendors. You may bring your own food and beverage items or purchase them from the food truck vendors or local Crown Center restaurants.

4. Artworks Requirements

- a. All items must be personal art that has not been created in connection with Hallmark.
- b. Creation of artwork cannot use any Hallmark processes or materials.
- c. All work must be produced by a Hallmark employee or retiree (not spouse, partner, friends, etc.).

5. Set Up and Tear Down

- a. All booth load in and set up must be complete by 9 a.m. Saturday, Sept. 14.
- b. All booth tear down and load out must be complete by 7 p.m. Saturday, Sept. 14.
- c. The vendor agrees to hang their own work, and is responsible for hanging and taking down securely.

6. Payments and Taxes

- a. All revenue belongs to vendor.
- b. Each vendor is responsible for managing payment for their items, including appropriately accounting for taxes within the state of Missouri. Hallmark does not handle or manage any of the vendors' transactions.