



Artist Guidelines

Jingle Mingle: KNC Member event

Friday, December 5, 2025 5:30-8:00 pm

Buy Local Art & Gift Fair: Open to public with free admission

Saturday, December 6, 2025 9:00 am - 4:00 pm

Artwork Submission Deadline: September 30, 2025

Artists will be notified of acceptance first week in October.

Application Fee: \$25 (non-refundable)

Booth Fee (after acceptance): \$200 due by October 31

Application and booth fees support KNC and are non-refundable

Set Up

All artists/vendors must be set up by 4:30 pm Friday, December 5, no exceptions.

Jingle Mingle begins at 5:30 pm. Set up is in stages; you will be notified of your set up time prior to the event. Artists and vendors will have a designated parking area with shuttle service.

Notes

- Each artist will have *approximately* 10'x10' of space with two chairs. Exhibitors are encouraged to bring their own tables. Due to the configuration of KNC's Visitor Center, an exact 10'x10' space is not guaranteed. Space assignment is at the discretion of KNC.
- 8-foot tables are available at \$10/table on a first-come first-served basis. Table payment due day of set-up. Exhibitors must supply their own displays and table coverings. No walls/ceilings will be available for hanging items; ceiling height may be as low as eight feet.
- Artists are responsible for their own set-up and take-down. Please be prepared to store goods and personal belongings within your space or in your vehicle.

Sales

- **The Kalamazoo Nature Center does not collect a commission on exhibitors' sales.**
- Artists are responsible for processing their own sales, making change, packaging, extension cords, etc.
- Booths must be occupied at all times and must remain open during the entire event.
- No more than 2 people working a booth. No children at booths, please.
- Wi-Fi is limited, personal hot spots are recommended. KNC is not responsible for lost, stolen, or damaged items.

Event Promotion

KNC will promote the event throughout Southwest Michigan. The Buy Local Art & Gift Fair is a fundraising event, thank you for supporting KNC through your participation!

**For more information, contact Lisa Panich at (269) 381-1574 ext. 38,
or by email at lpnich@naturecenter.org.**