Kaleidoscope
Application, Rules and Guidelines
Registration Deadline: October 13th, 2026

** Submission of an application does not guarantee acceptance or placement as a vendor at Kaleidoscope. All applications will be reviewed and juried by Museum of Nebraska Art (MONA) staff. Applicants will be notified via email of their application status no later than October 16th.

Artist and Artisan Entry Form

Name_____

Address_____

City _____State_____ Zip_____

Phone (_____)_____

E-mail_____

Category of work (mark all that apply):

☐ Ceramics
☐ Drawing
☐ Fiberworking
☐ Glass
☐ Jewelry
☐ Mixed Media
☐ Painting
☐ Photography
☐ Sculpture
☐ Printmaking
☐ Woodworking
☐ Crochet/Knitting
☐ Weaving
☐ Other:
_____

Brief description of your work_____

_____

Artists may only display and sell work within the categories for which they have been approved by the jury. Any work outside of the approved categories may not be displayed or offered for sale at Kaleidoscope. Failure to adhere to these terms could result in removal from the event.

Image Requirements

Please submit **three (3) digital images** that accurately represent your body of work, in addition to **one (1) image depicting your proposed booth setup** as it would appear at an event, with artwork displayed. All images must be submitted in JPG or PDF format.

**Please include a link to your social media or website where your artwork is hosted, if you have one:

_____

Booth Options (please mark your preference):

Founders Gallery (11ft x 5ft booth space, SINGLE): _____ $65 fee
Founders Gallery (22ft x 5ft booth space, DOUBLE): _____ $120 fee

☐ **I am a UNK student (ID number: _____)**

Discounted student rate: _____$15/single booth

_____$30/double booth

The Link (11ft x 9ft booth space, no double booth available): _____ $75 fee

**Payment will be expected upon acceptance of application for Kaleidoscope unless otherwise arranged.

Table and Display Options (please mark your preference):

☐ **Yes, I will use the default 8ft table provided by MONA for my booth area.**

☐ **Instead of the default 8ft table, I would like to use (_____one) or (_____two) 2ft x 2.5ft table(s) provided by MONA for my booth area.**

☐ **I will forego MONA's provided tables and instead bring my own displays.**

**Please thoroughly read the accompanying rules on additional displays.

Electrical Access: Electricity is available upon request and must be requested in advance.

☐ **Yes, I need electricity for my booth.**
Wi-fi is available, please ask for assistance at the front desk on the day of the event to get set up.

Application Fee

A **non-refundable application fee of $10** is required for each application submitted. The application fee applies regardless of whether the applicant is accepted or denied for participation in Kaleidoscope.

Silent Auction Donation
☐ **Yes, I would like to donate a piece of my artwork to the Kaleidoscope Silent Auction.**

Proceeds from the silent auction will directly support Kaleidoscope and help fund family-friendly activities offered during the event.

Application, with images, can be mailed to the Museum of Nebraska Art at 2401 Central Avenue, Kearney NE 68847, dropped off to the museum in person, or emailed to monashop@unk.edu.

Kaleidoscope Rules and Guidelines

Eligibility and Display Requirements

- All work exhibited and offered for sale must be original, handcrafted, and created by the jury-approved artist.
- Mass-produced items, commercially manufactured goods, resale items, and kits are not permitted, unless the kit has been substantially and individually handmade by the artist.
- Work created primarily from commercial patterns, without significant original design or artistic interpretation by the artist, is not permitted.
- Reproductions of original artwork, including prints, are permitted provided that reproductions comprise no more than 25% of the artist's total work offered for sale. All reproductions must be clearly identified as such to patrons.
- Photography is exempt from the reproduction limitation, provided that all photographic work is original to the exhibiting artist.
- Booths may only be shared by married couples. Shared booths between other artists or vendors are not permitted.

Booth Presentation and Display Standards

MONA will assign exhibit locations to artists in advance in order to promote an even flow of visitor traffic and provide a diverse and engaging selection of artistic mediums throughout the event. Artists may not select or relocate their assigned exhibit space without prior approval from MONA staff.

Artists are expected to present their work in a professional, thoughtful, and visually cohesive manner appropriate for an art museum setting. Booths should reflect the same level of care and attention to presentation that would be expected in other professional exhibition spaces.

Artists are responsible for providing all materials and equipment necessary to display their work, with the exception of the standard 8ft table provided by MONA and accompanying black tablecloth. Unless otherwise arranged with MONA, the 8ft table and tablecloth will be provided as the default. Artists may request that the 8-foot table be substituted with one or two smaller tables measuring approximately 2ft x 2.5ft.

Artists should consider the following when preparing their displays:

- Artwork should be presented in a clean, organized, and intentional manner that allows each piece to be viewed and appreciated.
- Displays should be visually cohesive and complement the artwork rather than distract from it.
- Artwork should be appropriately framed, mounted, or otherwise finished for professional presentation, when applicable.
- Artists should plan to provide any additional display equipment appropriate to their work.
- Display structures, tables, shelving, and other fixtures should be clean, stable, and in good condition.
- Pricing and other informational signage should be neat, legible, and professionally presented.
- Packaging, storage materials, personal belongings, and other non-display items should be kept out of public view whenever possible.
- Artists should avoid overcrowding their booth. Adequate space should be provided between works to allow patrons to comfortably view individual pieces.
- Displays must be safe and secure, with artwork and display materials properly supported and positioned to prevent damage or injury.
- Booths should remain neat and orderly throughout the event.

Artists are encouraged to approach their booth as an extension of their artistic practice and to create a presentation that enhances the overall experience of Kaleidoscope. MONA reserves the right to request adjustments to a booth display if it does not meet the professional presentation standards expected for an event hosted by an art museum.

Artwork Display

Three-dimensional work may be displayed on tables, pedestals, or on the ground in front of the artist's table, provided it remains within the artist's designated exhibit area. Two-dimensional work must be appropriately displayed using hanging systems, easels, display panels, or other suitable vertical presentation methods. Artists are strongly discouraged

from displaying artwork flat on tables, as this can make artwork difficult to view and may increase the risk of damage.

Artists are expected to maintain a clear and accessible area around their booth. All artwork, displays, equipment, and other materials must remain within the designated exhibit space and the permitted 1-foot buffer surrounding it. Any items extending beyond this area and into designated visitor or traffic areas will be required to be removed or repositioned to maintain safe and unobstructed passage.

Artists are strongly encouraged to display their **name, bio, and where in Nebraska they are from** prominently and visibly within their booth. This information helps patrons identify and connect with the artists whose work they are viewing and purchasing.

Artists should consider the safety, accessibility, and presentation of their exhibit when planning their display. Thoughtful use of the available space will help protect artwork, provide a comfortable experience for patrons, and contribute to the professional appearance of the event.

Artist Arrival and Hospitality

Artists need to arrive and have their exhibits fully set up **30–60 minutes prior to the event's 10:00 a.m. start time**. This additional preparation time allows artists to complete their displays and ensure their booths are ready to welcome patrons at the beginning of the event.

A light breakfast will be provided for participating artists beginning at **8:00 a.m.** Coffee and other refreshments will be available during the morning.

Cider and cookies will be available throughout the day for artists and event attendees.

A lunch of sandwiches will be provided for participating artists in the Library at MONA. A limited number of MONA staff and volunteers will act as booth watchers for artists to step away and take a break during lunch. Otherwise, artists are allowed to eat at their booths if they wish.

Sales, Payments and Tax Responsibilities

Each participating artist is responsible for managing and completing their own sales transactions during Kaleidoscope. **MONA does not process sales or collect payment on behalf of participating artists**.

Artists are responsible for providing their own means of accepting payment from patrons. **Artists are strongly encouraged to have the capability to accept credit and debit card payments**, as well as cash and/or other forms of payment they choose to accept. Artists are responsible for providing any necessary equipment, technology, change, receipts, or other materials required to complete their transactions.

Artists are responsible for collecting and remitting all applicable sales taxes on merchandise sold during Kaleidoscope. **All sales are subject to the applicable Nebraska sales tax rate of 7%, and each artist is solely responsible for reporting and paying all sales tax due on their sales to the Nebraska Department of Revenue.** MONA does not collect, report, or remit sales tax on behalf of participating artists.

Artists must maintain accurate records of all sales made during the event and report their total sales at the conclusion of the event, as requested by MONA. Artists are responsible for maintaining all required sales tax permits, licenses, records, and documentation and must have appropriate sales tax documentation and EIN number available upon request by MONA and the Nebraska Department of Revenue.

By participating in Kaleidoscope, artists acknowledge that they are responsible for complying with all applicable federal, state, and local tax requirements related to their sales.

☐ **I have read and understand the rules outlined in this contract and swear to abide by them to the best of my ability. I understand that failure to comply with any of the standards written may lead to removal from the event.**

Artist Signature: _____ Date: _____

This contract MUST accompany each artist's application. Both application and contract can be mailed to the Museum of Nebraska Art at 2401 Central Avenue, Kearney NE 68847, dropped off to the museum in person, or emailed to monashop@unk.edu.