

Inspired by Yellowstone - 2025 Program

Yellowstone National Park Lodges Outline and Guidelines

Please read through this, sign, date and return to Vivian Sims at

vsims@xanterra.com and/or Nichelle Grosvenor at ngrosvenor@xanterra.com.



Venues:

- Old Faithful Inn*
- Old Faithful Lodge*
- Mammoth Hot Springs Hotel*
- Lake Yellowstone Hotel

**Please be aware that there may be 1 other artist/author/artisan at the Old Faithful Inn, Old Faithful Lodge, and Mammoth Hot Springs Hotel presenting with you.*

Program Dates:

- Old Faithful Inn-May 2, 2025, through October 12, 2025, at 11 am
- Old Faithful Lodge-May 9, 2025, through October 4, 2025, at 11 am
- Mammoth Hot Springs Hotel-May 2, 2025, through October 12, 2025, at 11 am
- Lake Yellowstone Hotel-June 27, 2025, through October 12, 2025, at 11 am (opening late for remodel)

Housing:

Xanterra will arrange housing for non-local artisans. If you are local to Gardiner, Emigrant, Paradise Valley, or West Yellowstone, artisans must provide their own accommodation unless otherwise approved by the Retail Director. Please email your dates and any special needs to us as soon as possible. You are expected to work an equal number of days to the number of nights being requested. Family members are allowed to join you; however, we cannot reserve more than one room per night for your stay. Rooms will be in a cabin with two beds, although queen beds are not guaranteed. Most cabins have a full bed and a twin. You are not guaranteed lodging in the facility that you are presenting in, but you will be in the same location. Pets are not allowed unless they are registered emotional support animals.

Meals:

We will provide meal coupons for our employee dining room for you and one other business helper for breakfast, lunch, and dinner. You may purchase additional meal coupons if desired. You are responsible for your own meals if you decide to eat in Xanterra public dining rooms.

Hours of Presentation:

We recommend you stay as long as possible. In most locations, the busy traffic times are from 11 AM to early evening. You are free to set your own times. We do ask that you let us know approximately when you will be there, so we are able to publicize your appearance.

Background Information:

We will ask you to provide us with some biographical information, a photograph, and answer some questions so we are able to promote your appearance on our website. We will also use this to provide signage for your appearance.

Information Required:

At least two weeks prior to the beginning of the event, we need a listing of all retail price points of the merchandise that you are bringing for the ***Inspired by Yellowstone*** event. We will use that information to create the items in our retail system.

- Note: For any suppliers that have products in retail inventory in our stores, you will still need to send us price point information on any products that you bring specifically for the ***Inspired by Yellowstone*** program. This information needs to be sent to Vivian Sims or Kate Spangler. vsims@xanterra.com or kspangler@xanterra.com.

Payment and Terms

All sales will be processed through the Yellowstone National Park Lodges point of sale system. All credit card fees and taxes are paid by Yellowstone National Park Lodges. No transactions between artist and guest are allowed. If we find that this is happening, you will not be invited back.

Terms of Payment: We will run sales reports and issue payment requests after your appearance. It may take up to three weeks to get paid.

All payment arrangements (excluding product that is already in our inventory) are based on a 50/50 split with the artist. You establish the retail pricing.

Xanterra is not responsible for any theft or damage of items/art while artist is on the premises. You are responsible for monitoring and tracking your inventory. Xanterra will provide a receipt book to aid in that process.

Vendor Set-up:

If you have shown here previously or are a current supplier of Yellowstone National Park Lodges, then you are already in our payables system. If you are new to the process, then we will need to set you up in our system. We will reach out to you to be sure to have what we need to establish you as a vendor. Also, we will need to have the correct information for your payables data.

Products with a pre-priced established retail, such as books, will be sold at the retail on the publication.

Merchandise Set-up, Displays and Personal Appearance:

At each of our venues, you will be representing yourself and your brand, as well as Yellowstone National Park Lodges. ***We ask that you present yourself in a professional manner of dress that is consistent with our service standards of appearance and guest satisfaction.*** We are glad to provide any further guidance to you should you have any questions. If we feel you are not representing Yellowstone National Park Lodges in a respectful and presentable manner, you will be asked to leave and not be invited back.

We will provide you with a 6' table and a chair for your presentation. We do have Pro Panels available at all four locations. If you are bringing your own fixtures, lighting, props, and set-up, please coordinate this with Nichelle Grosvenor, our Visual Merchandising Coordinator. Nichelle can be reached at ngrosvenor@xanterra.com or 307-344-5435 (office), 406-581-0416 (cell)

Merchandise Delivery

Any merchandise that you bring with you to sell at the ***Inspired by Yellowstone*** appearance remains your property until you sell it. No product can be delivered or sold to the store directly. All wholesale product sales require a purchase order and need to be delivered to the Retail Distribution Center in Gardiner. If there is a specific circumstance or exception, this needs to be coordinated with the Retail Director or the Retail Operations Manager.

Artist Signature

Date