



49th Annual Art and Fine Craft Show Contract

November 9 & 10, 2024
Valhalla Inn

May 15th is the deadline for payment and application

Please print clearly and fill out completely

| | | | |
|-------------|--|----------------|--|
| Your name: | | Your phone: | |
| Your email: | | Business Name: | |

Re: Business Name -if you want it on your name tag, table sign, show handout. Name tags always have your name

Description of your craft for the show brochure (try to stay within 30 characters max), NOT your business name.

If you have been juried for more than one medium/category, please indicate the juried work you will be selling at the show (e.g., An artist juried for Woodworking and Metal Work would have to indicate that both mediums would be displayed for sale.) **NOTE: due to allergies, ALL scented products must be wrapped except for a sample (no exceptions).**

Please indicate the number of tables per size you require or check

| | | | | | |
|---------------------|--|-----------------------------------|--|--------------|--|
| I don't need tables | | 2 ½ ft x 6ft (Limited numbers) | | 2 ½ ft x 8ft | |
|---------------------|--|-----------------------------------|--|--------------|--|

If you erect side/back walls/grids, what is the height: SIDE _____ ft BACK _____ ft

If you have a fixed size booth structure, please indicate its dimension in Special Requests. There are some booths that have fixed beams on walls/ceilings that we have to work around.

Are you allergic to scents (check one) Yes No

Special Requests: (Please supply a reason for your request)

Booth size, Prices, Installments and Deadlines.

Payment installments were introduced in 2023 in order to assist our members in making payment on our booth prices. You must pay ½ the cost of the booth that you require by May 15th in order to secure your booth. You must make the remaining payments to pay off your total amount owing for your booth no later than August 15th. If you have questions about this, please contact the executive.

| Please indicate booth size required by marking x in left column | | Before May 15th | After May 15th |
|---|------------------------|--|----------------|
| <input type="checkbox"/> | 1 space (8'd x 10'w) | \$380.00 (1st installment \$190.00) | \$495.00 |
| <input type="checkbox"/> | 1 ½ space (8'd x 15'w) | \$520.00 (1st installment \$260.00) | \$670.00 |

| | | |
|---|--|----------|
| Double space (8'd x20'w) -. If you choose this size send 2 cheques, 1 for the 1 st booth and a 2 nd for the second booth, first come first served. If paying in installments, please provide ½ of the full payment in two payments no later than May 15 th . | \$760.00 (1 st installment \$380.00) | \$980.00 |
|---|--|----------|

IN ORDER TO REQUEST A ½ SIZED BOOTH YOU MUST PAY FOR A FULL BOOTH AND APPLY FOR A ½ BOOTH.

Requirements for application are the following:

1. Fill out this form in full as for a full booth.
2. Arrange for the payment of your full-size booth application, whether it be in installment or full payment.
3. Check the box next to "Half (8'dx5'w)" **if you would like to be considered for a ½ size booth.** A half-size booth is not guaranteed, it must fit within the layout of the show, and there will be a limited number of them.
4. Create an illustration of your display for a ½ size booth from the front (landscape) view and side (cross section) view. Show the approximate height of your display, include colours of tablecloth, risers, etc. depending upon what your work needs to be displayed with an eye-catching, unique, and creative display. If illustration is not an appropriate way to communicate your table design, please do a mockup of your display and provide detailed photographs with your application. To see examples of what we consider appropriate displays, please go to our Pinterest board on displays <https://www.pinterest.ca/artisansnorthwe/great-display-ideas-for-artisan-northwest/>
**** Please keep in mind the tone and style of our show when designing your ½ sized booth. Our show is known for the creative style that each Artisan brings to the show with their work and also how they display their work. If your display is not engaging and creative, you may not be approved for a ½ booth.**

| | | |
|------------------|------------------------------------|----------|
| Half (8'd x 5'w) | \$200.00 (installment \$100.00) | \$260.00 |
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Please check the box to the left if you are requesting a corner upgrade and send a separate e-transfer for this payment.

| | | |
|---|---------|---------|
| Corner Upgrade –If choosing this option, send 2 nd cheque for upgrade. Limited number. | \$50.00 | \$50.00 |
|---|---------|---------|

I have read and agree to comply with the Procedures During Physical Show as detailed on page three. I also understand that the entry fee is non-refundable except under extenuating circumstances as approved by the executive. NOTE: Your application must be postmarked on or before the applicable due date.

- _____ I am compliant with the safety standards and regulations for my industry.
- _____ I am fully aware of Covid protocols to be followed during setup and showtime if I am ill.
- _____ I have filled in the **Authorization and Direction for Digital Presence** form on our website.

Signature: _____

E-TRANSFER PROCEDURE:

1. Artisans Northwest bank account requires a **password** to be entered in order for us to accept the e-transfer.
2. For simplicity and ease, please send a **password** in an email to Danielle at artisansnorthwesttreasurer@gmail.com before you send your e-transfer.
3. Then, send your e-transfer artisansnorthwesttreasurer@gmail.com
4. Upon receipt and acceptance of the e-transfer, Danielle will also confirm via email that your funds were deposited successfully.

Cheques are accepted, they must be payable to Artisans Northwest, and **mailed with the signed contract to:**

Danielle Jarabak
427 Brittany Drive
Thunder Bay, ON P7B 5P3

Deadline to submit form and payment is May 15, 2024.

RETAIN FOR YOUR OWN RECORDS

Set-up: Friday, November 8, 2024 Time: (Please check your emails in November)
Show Dates: Saturday, November 9, 2024 10:00am-5:00pm
Sunday, November 10, 2024 10:00am-4:00pm

PROCEDURES DURING SHOW

Please read this section to help avoid misunderstandings or violations at setup and during the show. Remember – without rules there would be chaos. If you have questions, ask them. Contact an executive member for help. Better yet, bring your questions to the meetings so everyone can benefit from them.

1. Each member is responsible for obtaining all required licenses and permits to operate in the city of Thunder Bay.
2. Only juried items accepted by the Selection Committee, in the medium approved by the jury process, will be allowed for display and sale. Removal of non-juried items will be requested. This is in accordance with the Constitution, part iii Membership, Section 4.
3. All members participating in the show will staff their own booth. Each artisan will remain present for the entirety of the show. Individuals requiring a substitute may submit a written request to the Executive prior to the show date.
4. Official nametags and table signs must be displayed during the show.
5. Artisans must ensure that:
 - their display remains inside their booth boundaries taped on the floor by the Set-up Committee. Tape must not be removed until Saturday morning. (Do not block fire exit doors!)
 - table coverings cover the front and sides of the table to the floor
 - storage boxes are placed out of public view
 - nothing is pinned to or hung on the backdrop curtains or walls
6. Scented items are wrapped. Due to allergies to scents by many of our members and customers, all scented products must be individually wrapped for display at the Christmas show. Failure to do so will result in removal of the scented products. You may have small samples of your scented products available for shoppers, but please ensure they are placed in containers that may be closed to help contain the scent while not being sampled. Thank you for your cooperation in making the show a safe place for all our members and customers. On a similar note, please do not wear perfume or scented body products.
7. If you demo a product that creates noise, please consider your neighbours. Please limit the length and volume of the noise. Talk to your neighbours ahead of time and let them know about your demos.
8. Booths and displays must be completed 15 minutes prior to the opening of the show and not dismantled until an announcement is made that the show is officially closed. **Booth setup is Friday night! Saturday morning is for final touches only. If you cannot setup Friday night, you must notify the executive before 3pm on Friday and make other arrangements, otherwise you will forfeit your booth.**
9. On Friday and Saturday nights, members must leave the show areas within ten (10) minutes of the stated closing time.
10. There will be a limit of one accepted member to occupy one rented booth. The exceptions to this rule would be 'accepted' individual members, to a maximum of two, working together in one medium to produce one product bearing common characteristics. (See also Bylaw #8 in the Constitution for clarification)
11. Under extenuating circumstances, the Executive Committee has the option to adjust the floorplan to the benefit of the show.

SHOW RECOMMENDATIONS

1. When setting up your booth, be sure to allow walking space between each display for show participants to get in and out easily. Work with your neighbours at the show setup. You must allow access to your booth within the confines of your own space – do not rely on a neighbour's booth for access.
2. Maintain a neat and clean display area. If the back of your table or mobile wall/partition is visible to the public, it must look as completed and finished as it does on the front. (i.e., If you have painted partitions, make sure they are painted on both sides or if your entire table is visible, make sure it is skirted on all sides).
3. All booths have access to electricity. However, it is your responsibility to bring your own power bar and extension cord to access the lighting. Artisans Northwest cannot be responsible for the consistency of the existing overhead lighting. If you require more light within your space, it is your responsibility to supply it. However, you must ensure your lighting does not negatively impact others.
4. Be sure to dress in a business-like manner. Clean, tidy clothing or festive style is appropriate as well as enhancing the professional artistic image we want to project for our show.
5. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they cannot locate you.
6. Please ensure your name, email and phone number are on your receipts. This makes it easier for customers to contact you if there are problems or they want to purchase additional items. You can buy inexpensive rubbers stamps to do this if you do not want to write it.
7. Try to have a variety of products covering a broad price range.
8. Use a cash box and bring change. If you leave your booth, take your cash box with you.

IMPORTANT NOTE: Applications are processed according to the date received and the date on the cheque. If your application is received after the dates indicated, or your cheque is dated after the dates indicated, you will be required to pay the next fee level.

Do not rely on Canada Post to get it there on time.....Mail it early!