



51st Annual Art and Fine Craft Show Contract

November 14 & 15, 2026 Superior Inn

July 31st is the deadline for payment and application

Please print clearly and fill out completely

Name:		Phone #:	
Email:		Business:	

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 advertising (try to stay within 30 characters max), NOT your business name.

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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 the box if you don't need any

(mark the box to the left of the option you are choosing)

☐	I don't need a table	☐	2.5ft x 6ft <i>(limited availability)</i>	☐	2.5ft x 8ft
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Will you erect side/back walls/grids? ☐ Yes ☐ No

If yes, 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? ☐ Yes ☐ No

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

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Booth size, prices, installments and deadlines:

Payment installments are an option, in which case you must pay half of the booth cost by July 30th and the remaining balance by August 31st.

Please indicate booth size required by selecting an option below:		Due July 31st	After July 31st
☐	1 space (8'd x 10'w)	\$300.00 (1 st installment \$150.00)	\$350.00
☐	1 ½ space (8'd x 15'w)	\$450.00 (1 st installment \$225.00)	\$525.00
☐	Double space (8'd x 20'w)	\$600.00 (1 st installment \$300.00)	\$700.00

To request a half booth, you must pay for a full booth and apply for a half booth**How to apply for a half booth:**

1. Fill out this form and make payment consistent with a full booth application
 2. Check the box below for 'Half (8'd x 5'w)' if you would like to be considered for a half booth.
 3. Create an illustration of your display for a half booth from the front and side view, including the approximate height of your display
- Please note: Half booth is not guaranteed, it must fit within the layout of the show and there will be a limited number available.

☐	Half (8'd x 5'w)	\$175.00 (1 st installment \$150.00)	\$200.00
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Please check the box to the left if you are requesting a corner upgrade

☐	Corner upgrade (limited availability)	\$50.00	\$50.00
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_____ I am compliant with safety standards and regulations for my industry.

_____ 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.

_____ (Y/N) I give my consent to Artisans Northwest to share my name, media, information and pictures online for the purposes of promoting my work and with the membership of Artisans Northwest

_____ (Y/N) I give my consent to Artisans Northwest to share my personal image online for the purposes of promoting my work and Artisans Northwest

_____ I will provide the Digital Presence Chair with 2-5 photos of my work, as well as a short bio when requested, if I do not, I understand that my work may not be represented online

Signature: _____

How to submit your form:

Email: email to artisansnorthwesttreasurer@gmail.com

Mail: mail to (or drop off in mailbox) Lisa Dampier, 4550 Highway 61, Neebing, P7L 0B4

E-Transfer Instructions:

1. Send your etransfer to artisansnorthwesttreasurer@gmail.com
2. Send an email to artisansnorthwesttreasurer@gmail.com to advise what password you set up with your etransfer

Cheque Instructions:

1. Cheque must be payable to Artisans Northwest
2. Mail to (or drop off in mailbox): Lisa Dampier, 4550 Highway 61, Neebing, P7L 0B4

Deadline to submit form and initial payment is July 31, 2026. Final payment due August 31, 2026.

Please note the below

The opportunity to obtain a free membership for 2027 will be available to those who are able to obtain one Gold Sponsorship package or two (2) Silver Sponsorship packages from local potential sponsors for our 2026 show. For those who are interested in this, please watch your emails for the 2027 ANW Sponsorship Pamphlet (coming soon!) and if you have any questions, please contact the ANW executive with any questions.

RETAIN FOR YOUR OWN RECORDS

Set-up:	Friday, November 13, 2026	Time: (Please check your emails in October)
Show Dates:	Saturday, November 14, 2026	10:00am-5:00pm
	Sunday, November 15, 2026	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 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. 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 leave space between each display for show participants to get in and out easily. You **must** allow access to your booth within the confines of your own space, do not rely on a neighbor'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. Powerbars and extension cords are your responsibility. 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 rubber 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.
9. Accepting multiple payment methods can help increase sales. Consider using a Square or other electronic point of sale devices to accept debit/credit as a payment option.

IMPORTANT NOTE: Applications are processed according to the date received and the date on the e-transfer/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 in case of delays.**