



WOODSTOCK ART IN THE PARK WITH PAVLO
Saturday, July 21 (2:00pm – 9:00pm), 2018
Victoria Park, Woodstock, Ontario
www.cityofwoodstock.ca

VENDOR APPLICATION FORM – PART 1

Deadline for application – June 1, 2018

Vendor Name: _____

Company: _____

Address: _____

Phone: _____

E-Mail: _____

Website Link: _____

Description of Product: _____

Brief Biography: _____

Booth Space Selection

- | | |
|---|----------|
| <input type="checkbox"/> Single booth – (12 x 12 space in vendor area) | \$50.00 |
| <input type="checkbox"/> Double booth (12 x 24 space in vendor area) | \$100.00 |
| <input type="checkbox"/> I need a table and two chairs | \$0.00 |
| <input type="checkbox"/> I would like to rent display racking from OCCI at an additional cost | \$50.00 |

Will you be sharing your booth with another exhibitor? Yes No

If yes, with whom will you be sharing a booth? _____

(If together, each exhibitor must complete a separate form)

Please check the category(s) by which you would like to have your work juried. The jury reserves the right to decide on the appropriateness of the "other" category.

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Stone Carving |
| <input type="checkbox"/> Sculpture | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Collage |
| <input type="checkbox"/> Leather | <input type="checkbox"/> Drawing |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Wood Carving | |

WHERE TO SEND YOUR APPLICATION

by mail to:

Oxford Creative Connections Inc.

Box 1521, Woodstock, Ontario

N4S 0A7

Or

E-mail it to info@oxfordcreativeconnections.com

Make cheques payable to Oxford Creative Connections. We will not be collecting HST

APPLICATION DEADLINE IS, June 1, 2018

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

Please sign the attached Exhibitor Contract and include it with your submission.

PART 2

ART IN THE PARK – EXHIBITOR CONTRACT

I have read the Terms and Conditions listed in this document and agree to participate in the Woodstock Art in the Park in accordance to the rules. In doing so, I understand and agree to the following:

- The items I offer for sale are made by hand and are my original design.
- I will sell only items in the category(s) accepted by the jury.
- I will not display signs in my booth advertising discounts, sales, or combination pricing for my work, nor will I conduct draws or raffles.
- I will not sublet my booth.
- My booth will be open to the public for the hours for which the event has been advertised and I or a representative will be at the booth at all times. UNDER NO CIRCUMSTANCES WILL I CLOSE MY BOOTH DURING SHOW HOURS WITHOUT FIRST CONSULTING THE EVENT DIRECTOR.
- All of my belongings will be removed from the park by 10 p.m. including any garbage around my booth.
- I will be responsible for collecting and remitting the appropriate sales taxes (if required).
- I will be responsible for my own property and liability insurance. Oxford Creative Connections and the City of Woodstock, its members, volunteers, contractors and employees shall not be liable for any loss of, or damaged to, my property, and the Woodstock Art in the Park event. This contract releases Oxford Creative Connections and the City of Woodstock from any and all claims thereof. I indemnify and save harmless Oxford Creative Connections and the City of Woodstock, its members, volunteers, contractors and employees from any claim for damage arising out of, or in consequence of, my use of the exhibition space granted by this contract. Furthermore, Oxford Creative Connections and the City of Woodstock, their officers, directors, staff, contractors and volunteers, will not be held responsible for any loss or losses incurred by the exhibitor, as a result of fire, theft, water, accidents, weather, acts of God or other mishaps or incidents not specifically itemized herein.
- I understand that I am responsible for all financial transactions related to the sale of my work.
- I also agree to comply with any reasonable request by event officials with regards to displays and conduct.
- I agree that by registering and attending this event, any photograph of myself, my employee(s) and/or photographs of my original works of art, are hereby released and may be used in future promotional advertising for the event.

Signature

Date

ADDITIONAL INFORMATION FOR ALL EXHIBITORS

WHEN AND WHERE IS THE FESTIVAL?

Show: Saturday, July 21, 2018, 2:00 pm – 9:00 pm

LOCATION

Location: Victoria Park is located at 413 Buller Street, Woodstock

DEADLINE FOR APPLICATIONS

May 15, 2018.

WHO IS ELIGIBLE TO ENTER?

All artists may apply. The reputation of our event is important to us. The design of an article must be an original idea of the exhibitor or a skillful rendering of a traditional or classic design. Kit Works, ceramics from commercial mould's, and factory or mass-produced articles are not acceptable. All commercially manufactured parts and commercial patterns must be subordinate to the overall design of the article. The jury reserves the right to decide on the appropriateness of all works to be included in the show. Please note, only those items approved by the jury may be sold at the event.

EXHIBITOR SPACE

Each booth has a 12-foot frontage with a 12-foot depth. There will be a limited number of double frontage booths available. The double frontage booths will measure 24 feet wide with a 12-foot depth. The ground for some booths may not be perfectly level, therefore a flexible booth design is highly recommended. You must provide your own equipment such as tent or canopy. One 6 foot table and two chairs will be provided if you need them. Please remember that this is an outdoor show and many locations are in full sunlight. You are encouraged to have a canopy or shelter that can be used for weather protection including wind and rain.

Booth locations are assigned by the Event Committee and their decision is final. If you wish to be placed beside another artist, please mention this in your application.

VEHICLES AND TRAILERS ARE NOT ALLOWED IN THE PARK AS PART OF YOUR BOOTH DISPLAY.

SET UP & TAKE DOWN

You may set up your booth on Saturday, July 21 between 10:00am and 1:30pm only. Spaces will be clearly marked and numbered. Absolutely no set-up after 1:30 pm. We require that exhibitors locate their booths, unload their vehicles and exit the display area. This reduces setup congestion and ensures that the park is clear of vehicles before visitors arrive.

Tear down will occur at the completion of concert – no later than 9:00 pm.

PARKING

TBD

PHOTOGRAPHS OF WORK

The jury process will be done only from digital photographs. Each exhibitor must submit 5 photographs of their work via e-mail.

FOOD VENDORS

There will be a variety of food vendors on-site.

IN CASE OF BAD WEATHER

The show goes on rain or shine. Exhibitors are advised to bring protective coverings to place over and under displays in the event of rain. Should heavy rain or wind conditions occur, exhibitors remain on site at their own risk

CANCELLATIONS

There will be no refunds for any cancellations received after the jury selections have been made. Booth fees will not be refunded to any exhibitor who fails to attend the show.

SALES AND PRICING

All exhibitors are responsible for their own sales. No telephones or bank machines are available on site, so exhibitors accepting credit cards must make their own arrangements for authorization. Please make sure you have change available for cash transactions. OCCI does not take commissions on sales. To maintain the integrity of all artisans, signs offering pricing discounts, sales or combination offers will not be permitted to be displayed in your booth. Raffles or draws will not be permitted by the exhibitors.

WASHROOMS

Portable toilets will be available.

ELECTRICITY

There is no provision for the use of electricity for vendors.

HOW TO APPLY

Print this document and mail it.

In order to be considered, your application must include the following:

- A completed application form
- 5 good quality digital photographs of the work you intend to sell at the show (emailed or on CD). All photographs must be identified with your name. i.e. lsmith1.jpeg
- A cheque or money order to cover your booth fee must be included. If your work is not accepted, your fee will be returned. Any cheques returned to us from the bank due to insufficient funds will be subject to a \$30 charge. Booth space will not be guaranteed until your cheque clears.
- A signed Exhibitor Contract.

SPECIAL REQUESTS

If you have a special request regarding your booth location in the Park, please note it on your application form (i.e. shaded area, etc.) We will try our best to accommodate your request but we cannot make any guarantees.

MARKETING:

- The Woodstock Art in the Park Official Event Guide: Lists each artist by name and includes one photo of your work (Printed in black and white). Each artist will be comped a quarter page spot/ad in the program – approx. 2 ¼ x 3 ¼
- Brochures will be printed and distributed within the region.
- Festival posters will be placed in local businesses in the region.
- Radio and newspaper ads.
- Tourism Oxford: Festival information will be available at the Tourism office and will be distributed electronically through their electronic channels.
- Digital brochures will be available to send to your email contacts.
- Social Media

THE JURY SELECTION PROCESS

A jury with extensive work and show experience will review your application. The decision of the jury is final. **Only items in the media categories approved by the jury may be sold at Woodstock Art in the Park.**

COMMENTS/QUESTIONS

Please call us at 519-777-1374, or e-mail info@oxfordcreativeconnections.com