

THE UPPER CANADA ARTISAN MARKETPLACE

• RULES AND REGULATIONS •

1. All applications must be accompanied by three photos of your work and one photo of your booth set up. This photo should provide a full view of applicant's display and show work clearly. If this is your first show and you do not have a photo of your booth please provide a description of what your booth will look like. Photographs must be a minimum of 3.5" x 5" and a maximum of 8" X 10". Please note that your photographs will not be returned. They will be kept on file for future reference.
2. All work must be original, hand-crafted, and created by the artists themselves. Kits, imports and mass produced items will not be accepted. This rule is strictly enforced. The jury may request a picture showing applicant's work in progress.
3. All categories shall be reviewed and screened prior to acceptance. Any media NOT approved during the application process shall be removed. Separate photos for each category of media to be displayed must be submitted.
4. The approved exhibitor will occupy his or her booth at all times. No subletting or sharing of space is permitted.
5. Each exhibitor is responsible for collecting all of the sales taxes and filing a report with the Department of Revenue. Where applicable, a vendor number may be required.
6. An accepted application is a commitment by the exhibitor to display his/her work during ALL scheduled hours of the marketplace. **DO NOT BREAK DOWN EARLY!** Exhibitors who break down early may be excluded from future events.
7. No refunds will be issued for cancellations.
8. Product selected for The Village Store will be sold on a consignment basis. Product exhibited on May 21, 2010 must be displayed with **wholesale prices** along with the retail prices that will be used during the sale. These prices will be part of the selection process.
9. The Village Store reserves the right to set the retail prices on the selected product.
10. A consignment contract must be signed before any merchandise will be accepted for The Village Store.
11. Payment in full is due with the application.
12. Artists must provide their own displays; these displays must be sturdy enough to withstand crowds, minimizing any potential for injury. Each artist is responsible for his/her own display in case of loss or damage.
13. After the marketplace, exhibitors will leave their exhibit space clean and trash disposed of.
14. Exhibitors will confine their display to their assigned booth space (each space being approx. 8' x 10'). We have gone to considerable effort to allow for the maximum number of booths in an easy-to-follow configuration, and to allow for proper and safe aisle space. Expect to be asked to move if you are in anyway outside your marked space.
15. The exhibitor's space must be occupied by 5:00 p.m. May 20, 2010 or the exhibitor will be considered a "no show" and his/her space may be reassigned, and no refund will be given in this circumstance.
16. Set-up and breakdown times will be strictly enforced. Breakdown will not begin until the closure of Upper Canada Village at 5:00 p.m. on May 23, 2010. **Absolutely no cars on site between 9:00 a.m. and 5:15 p.m. on Saturday, May 22 and Sunday, May 23, 2010.**
17. Exhibitors are not allowed to bring pets or any animal into the marketplace site.
18. If you have a problem at the marketplace, please contact the staff immediately. We are here to ensure a safe and profitable event for all concerned.
19. All rules will be strictly enforced. Failure to comply with the rules or unruly behavior by the exhibitor or any assistants will cause immediate expulsion from the fair and eliminate exhibitor from future St. Lawrence Park Commission events. Management reserves the right to make the final interpretation of all rules.