



# Art Market Application 2024

## INFORMATION

[www.theworks.ab.ca](http://www.theworks.ab.ca)

**Festival Dates: June 27 to July 1, 2024**

**Application Deadline: May 24<sup>th</sup>, 2024**

The Works Art & Design Festival is proud to present the largest **FREE** art & design festival in North America. Kicking off Edmonton's summer festival season with 180,000+ visitors to Churchill Square in downtown Edmonton, The Works is an exciting way for artisans to attract new patrons from Edmonton's Downtown core and the art community.

The Works Art & Design Festival only accepts original, hand-crafted art and designs. See below for additional submission guidelines.

The Works Art Market is open for all **5 days** of the Festival from **11:00am–10:00pm daily**. Each vendor must provide a representative and remain open for all festival operating hours - rain or shine! Volunteers are available for restroom and meal relief. Each 10 X 10 tent space (tents provided by the festival) is supplied with one 110V outlet, one 8 ft x 2 ft table and two chairs. **Note:** There is security on site 24/7, **HOWEVER we recommend that all vendors prepare to pack up merchandise nightly. Limited on-site storage will be provided by the festival for multi day vendors returning the following day, provided goods are packed neatly in stackable and labeled totes.**

### How to be part of The Works Art Market:

**Tent** | 10 x 10 Canopied Tent Space

\$800 Fee for full festival. 50% of fee plus \$300 Damage Deposit required upon application, remaining 50% due by June 3, 2024.

Daily Rates are available for studio artists. Other conditions apply.

The Works Art Market is made up of canopied tents on Churchill Square. Applicants are permitted to:

- Book multiple 10 x 10 spaces, with the option to have a 10 x 20 tent without a divider. The rate remains consistent (i.e. a 10 x 20 space costs your 10 x 10 fee, times two)
- Share a tent space with another artisan or artisans. Please apply together. If you are applying alone but are interested in sharing if the opportunity is available, please include a note indicating this.
- Apply and participate as a group or collective. This option allows for products and artists to be rotated throughout the festival and for both the artists and collective / organization to be showcased.



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### Submission Guidelines

All submissions are juried based on design, technical skill, originality, and salability. All products and images submitted for jury at The Works Festival must be the artist's original designs and be of professional quality. The juried artist/craftsperson assures that they have direct, hands-on involvement over the creative and production process. Not accepted items include work made from kits, commercial plans, and mass produced, factory made or assembled items.

If your work does not fit the above guidelines but you believe you are a fit for The Works Art Market, please speak with festival Management about application eligibility.

Send/drop-off to: 10635–95 Street NW, Edmonton, AB, T5H 2C3 or email [marketing@theworks.ab.ca](mailto:marketing@theworks.ab.ca)

All applications can be found at [www.theworks.ab.ca](http://www.theworks.ab.ca) - click on Vendors under Get Involved

Questions? Contact [marketing@theworks.ab.ca](mailto:marketing@theworks.ab.ca) or call 780.426.2122 ext. 233



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- **Complete Application Section 1.** Page 3.
- **Proof of handmade quality.** Provide written/photographic evidence of direct, hands-on involvement over the creative and production process. Sign for this on page 4.
- **Attach Images.** Send 5 to 10 current images of the items to be sold and showcased. You may include photos of your booth/display/setup of other shows if applicable.  
  
Picture formats accepted:
  - **Website** If you have a website that includes enough current pictures, it is acceptable to list your website under Section 1, **OR**
  - **Digital Files** Email images accepted. Images must be in JPEG, PNG, or PDF, no larger than 1MB and no smaller than 300KB, **OR**
  - **Hard Copies** Print your images and include with application
- **Attach Inventory List.** Include prices and dimensions of items to be sold. NOTE: Applications are accepted on the basis of attached inventory list. Other products may not be sold or displayed without express permission of management.
- **Attach Notes.** Please include notes in your application if you:
  - Will be demonstrating the process of your art/craft during the Festival
  - Would like to request a specific location or orientation of your tent. The Works will make efforts to satisfy these requests but cannot guarantee these requests will be accommodated.
  - Are sharing a tent with another vendor; include images and inventory list of any co-vendors, and artist list if applying as a collective
- **Complete Section 4** - Read and sign the Conditions, page 4
- **Send Application** - Send or drop off applications to: 10635 95 Street NW Edmonton, Alberta, T5H 2C3 OR EMAIL to Marketing@theworks.ab.ca

**Applications will be assessed weekly and notification will be delivered within 10 business days**

Detailed information will be sent with the acceptance package and contract upon acceptance into The Works Art Market

### Please Note:

- All pay-by deadlines, and application deadline to receive early bird rate, are firm.
- Security Deposits will be refunded within one month of the last day of the Festival (see Conditions, page 4).
- \$300.00 Security Deposit is non-refundable if application is cancelled at any point or altered after June 3
- 50% of fee is non-refundable if application is cancelled after 5 days of acceptance. 100% of fee is non-refundable after June 3
- **There will be a \$100 late fee in case of late payment or insurance submission.**



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## APPLICATION

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### Section 1: Personal Information (Please Print Clearly)

Artist/Company Name (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Section 2: Rates - How will you be part of The Works Art Market? Please check:

**Tent | 10ft x 10ft**

Application for Full Festival \$800 fee + \$300 Security Deposit\*

Contact The Works for information about daily rates for studio artists. Other conditions apply.

How many 10 x 10 spaces are you booking? \_\_\_\_\_ Total fee: \_\_\_\_\_

Please check one:

- I am applying as an individual
- I am applying with a co-applicant or intend to share my booth with another artist / artists
- I am applying on behalf of a group or collective

\*At the time of application, \$300 Security Deposit + 50% of fee is due. The remaining balance is due on June 3, 2024. For example, if an artist applies for a tent on May 7, 2024, they will pay minimum \$700 (\$400 + \$300 Security Deposit) upon application. The remaining \$400 is due on June 3, 2024. If the application is received by The Works after June 3, the \$300 Security Deposit + 100% of fee is due at time of application.

### Section 3: Payment Information

Please select payment method:  Visa  Mastercard  Cheque  Money Order  Cash

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Choose One:  Process full amount on card  Process 50% Deposit + \$300 Damage Deposit now and the balance on June 3, 2024



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### Section 4: Conditions

The Works Art & Design Festival is an outdoor event and will take place **RAIN OR SHINE**. It remains each vendor's sole responsibility to provide a representative for **ALL 5 DAYS** and all hours of Festival operation (**11:00am–10:00pm**), including the final day of the Festival. Failure to do so will constitute a breach of contract. Management reserves the right at any time to alter or remove any displays or signage if vendor's conduct or representation is objectionable to staff, other participants in The Works Art & Design Festival Art Market, or the general public, or are not in adherence to The Works Art & Design Festival Guidelines as outlined in the Vendor Contract

- \$300 refundable Security Deposits for vendors are due at the time of application and subject to the following terms. Deposits will be cashed upon receipt and will be refunded within one month of the last day of the Festival, provided that the following criteria are met:
- All Art Market tents are staffed and open within the operating hours of **11:00am–10:00pm EVERY DAY** (including the last day of the Festival, regardless of poor weather conditions-unless the Festival closes due to unsafe conditions such as electrical storms).
- **NO ONE** is permitted to drive onto the festival site at any time without express permission of Festival Staff. Driving access is extremely limited and must be booked in advance. Please contact Festival Staff for permission and to arrange access. All driving on site must be before 10am or after 10pm daily.
- There is no damage or additional cleaning required of Festival site and/or rented Festival tent as a direct result of your participation in the Festival, as determined by Festival Art Market damage report completed on the last day of the Festival.
- Note: no nails, hooks, tacks, screws, gummed or adhesive stickers will be utilized on any part of the tent. Use of said materials will be subject to reasonable removal/repair charges incurred by Management.
- All dealings with Festival staff are of a professional nature. Aggressive and inappropriate behavior will not be tolerated towards staff, visitors to the Festival, volunteers, and fellow participating artisans and vendors.
- All clean cardboard boxes must be flattened and disposed of in the identified recycling bin.
- All equipment is removed from The Works Art Market by **11:59pm, Tuesday, July 2, 2024**. If alternate arrangements need to be made please speak with Festival Management. In the event of failure to do so, the vendor agrees to pay for such additional costs as may be incurred by Management to remove said items.
- Security Deposit is non-refundable if you cancel your application at any time. This applies to you (the applicant) and/or any staff or representative of your company/organization.

Make my Security Deposit refund cheque payable to: \_\_\_\_\_

In the event of a successful application, I/we, the undersigned, will enter into a Vendor Agreement in accordance with The Works Art & Design Festival terms and conditions. Completion and submission of this form indicates agreement to the conditions above. **I authorize and authenticate that all products are hand crafted.**

Print Name/Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_