



The Works Art & Design Festival Call to Enter 2010

## ART MARKET APPLICATION

2010 Festival Dates: June 25- July 7

- **Art Market Tents and Tables**

Early Bird Application Deadline February 15, 2010

Final Deadline April 15, 2010 5 PM MST

- **The Works Gallery – Consignment**

April 15, 2010 5 PM MST

The Works Art & Design Festival is proud to present the largest art and design festival in North America. Kicking off Edmonton's summer festival season with over 165,000 visitors to Sir Winston Churchill Square each year, The Works is an exciting way for artisans to attract new patrons from Edmonton's Downtown core to the art community. The Works Festival offers artisans a unique opportunity to showcase their craft and promote their talents through 3 options – **Tents, Co-op Tables or Consignment**. Artisans and Designers can safely and securely sell and showcase their craft in one of our centrally located canopied tents. The Works Art & Design Festival prefers hand-crafted, locally made art and designs. (In total more than 280,000\* people visited The Works Art & Design Festival exhibits June 20–July 2, 2008)

**PLEASE FILL OUT THE FOLLOWING FORM (3 pages) CLEARLY AND COMPLETELY.**

**This is an application, not the final contract**

1. **Incomplete or Emailed** applications will NOT be accepted. If application or payment deadline falls on a statutory holiday or weekend the deadline moves to the next business day.
  2. Include **Website link OR 5-10 current images of items (within the last 5 years)** to be sold and showcased. Submit only high-quality photographs or digital files in jpeg format on a disc between 3-5 MB. Include an image of your **booth display** and a **Price List with Dimensions** of intended items to be sold (approximate amounts of inventory and price ranges).
  3. Submissions will be juried on the basis of design, technical skill, originality, and salability. All products and images submitted for jury and marketed at The Works Festival must be the artist's original designs and be of professional quality. The juried artist/craftsperson assures that he or she has direct, hands-on involvement over the creative and production process. **Not accepted items include:** work made from kits, commercial plans, mass produced, factory made or assembled items.
  4. The Works Art & Design Festival will process all applications and notify all applicants of their acceptance or non-acceptance **one month after application is received**. Participation in any previous The Works Art & Design Festival does NOT guarantee acceptance.
  5. **\$300 Refundable Damage Deposit for Tent and Table Vendors: Due at time of application.** Deposits will be refunded \*one week after the last day of festival, provided that the following criteria are met:
    - Opening and Closing hours are from 11:00 AM–9:30 PM EVERYDAY (including the last day of the Festival, regardless of poor weather conditions – this excludes unsafe conditions such as electrical storms.)
    - That there is no damage or additional cleaning of Festival site and/or rented Festival tent as a direct result of your participation in the Festival as determined by Festival damage report completed on the last day.
    - That all dealings with Festival staff are of a professional nature. Aggressive and inappropriate behavior will not be tolerated towards staff, visitors of the Festival, fellow participating artisans and vendors.
- \* Please note: Damage deposit is non-refundable if you cancel your application. This applies to you (the applicant) and/or any staff or representative of your company/organization.
6. **Fees + Contract:**
    - **Upon acceptance of this application a contract will be issued** for signature(s). See page 2 for payment details.
    - Failure to provide one or all of the following: deposit, fees and contract will result in no discount and vendors will be unable to access the Festival site.
  7. Participating artists/vendors should keep their display area well stocked for the duration of the Festival. Business cards are highly recommended.
  8. The Works Art & Design Festival reserves the right to ask that items not of the quality and/or category submitted for jurying be removed and/or the participant leave the event.
  9. Each vendor must provide a representative during all festival operating hours (**11:00 AM – 9:30 PM**) for **ALL 13 days** of the festival and will be held responsible – Rain or Shine.
  10. **Set-up** is tentatively scheduled for June 24 after 9 AM. **Tear down** is July 7, AFTER 9 PM – **NO EXCEPTIONS**.
  11. The Works Art & Design Festival is not responsible for any damaged properties that occur on the Festival site.

**No one is permitted to drive on Sir Winston Churchill Square at any time during the Festival. You will be fined!**

Sign here to indicate that you have read and understood all of the above guidelines: \_\_\_\_\_

**The Works Art & Design Art Market Application Form 2010**

PLEASE CHECK ONE OF THE FOLLOWING:

**Early Bird Applications received before February 15, 2010 -- \$300 Damage Deposit Due at time of application**

Options	Total Amount	First Payment Due	Final Payment Due
Tent	\$1100	February 15, 2010 (\$550)	April 15, 2010 (\$550)
Table	\$550	February 15, 2010 (\$275)	April 15, 2010 (\$275)

**Applications received between February 16 and April 15, 2010 -- \$300 Damage Deposit Due at time of application**

Options	Total Amount	First Payment Due	Final Payment Due
Tent	\$1350	March 15, 2010 (\$675)	April 15, 2010 (\$675)
Table	\$650	March 15, 2010 (\$325)	April 15, 2010 (\$325)

**Applications received after April 15, 2010 \$300 Damage Deposit and Full Payment Due at time of application**

Options	Total Amount
Tent	\$1600
Table	\$800

**Multi-Year Commitment 2010 and 2011 - ONE TIME FEE ONLY \$300 Damage Deposit Due at time of application**

Options	2010 Full Payment Due	2011 Full Payment Due
Tent	February 15, 2010(\$1000)	February 15, 2011 (\$1000)
Table	February 15, 2010 (\$450)	February 15, 2011 (\$450)

**1. ( ) The Works Art Market Tents**

Art Market Tents are located on The Square and consists of 10' x 10' ft canopied tent. Open for all 13 days of the Festival from 11:00 AM to 9:30 PM, each booth will be supplied with a 110V outlet, one table and two chairs. Each vendor must provide a representative during all festival operating hours – RAIN OR SHINE. Volunteers are available for restroom/meal relief. Onsite Security 24/7.

**2. ( ) The Works Art Market Co-op Tables**

The Co-op tables offer artisans to sell and showcase a smaller selection of artworks. This option is also available to schools, community organizations and art networks where a bazaar atmosphere is shared with fellow artisans. One table (4 feet long) and two chairs will be provided, but each table must be entirely self-contained. Open for all 13 days of the Festival from 11:00 AM to 9:30 PM, each vendor must provide a representative during all festival operating hours – RAIN OR SHINE. Volunteers are available for restroom/meal relief. Onsite Security 24/7.

( ) **YES! I am interested in demonstrating** the process of my craft during The Works Festival. **Demonstrations increase sales!** On a separate piece of paper please provide a brief typed description of your practice and the days and times you will provide demonstrations.

**3. ( ) The Works Gallery – Consignment**

<b>Consignment Gallery – No deposit required</b>	Non Refundable Application Fee \$65.00	Application + fee Due: April 15, 2010
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This service allows artists who are unable to attend our festival a space to promote and sell their work. The Works Festival will manage all sales and **The Works retains a 40% commission fee.** Onsite Security 24/7. **All work must be at The Works office by June 1, 2010 or delivered directly to The Works Gallery tent on Churchill Square on June 23-24, 2010.** All works **MUST** be clearly labeled with Artists' initials, number and price along with a Works Festival inventory sheet provided upon acceptance. **Failure to not comply with any of the above instructions will result in non-acceptance.**

**Please note the size and amount of product restrictions for 2D and 3D works are:**

- Maximum of 4 items that are larger than 2 x 2 feet.
- Small 2D (smaller than 2 x 2 feet) must be contained in a container that will fit all works.
- Are you delivering your work directly to the square June 23-24 OR are you mailing the work to the office June 1? (Please circle your answer)
- **All monies** from The Works Consignment Gallery will be mailed directly to the artist, **3 weeks after the final day of The Festival.**
- Artists are responsible for **shipping** their artwork to and from the Festival. You can pick up your unsold artworks at The Works Gallery **on the last day of the Festival.** Otherwise artwork will be **shipped 3 weeks after the final day of The Festival.**
- Business cards, alternate methods of viewing your artwork – books, albums etc - are highly encouraged. **Make it easy for future patrons to contact you!**
- Artists **MUST** fill out the inventory list provided upon acceptance and clearly label artwork with the price, artist initials and numbers. For example: ARL#1 \$25.00, ARL#2 \$50.00, ARL#3 \$75.00. Every piece must be labeled and inventoried.

**The Works Art & Design Art Market Application Form 2010**

**PLEASE PRINT CLEARLY:**

COMPANY NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS/CITY/PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

Tent: \_\_\_\_\_ Date of Application: \_\_\_\_\_ \$ \_\_\_\_\_

Table: \_\_\_\_\_ Date of Application: \_\_\_\_\_ \$ \_\_\_\_\_

Refundable Damage Deposit - Due at time of application \$ 300.00

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**Consignment fee – due at time of application** **\$65.00**

\*\*If required: Tent Rental is available after July 7, 2010 from The Works Festival -- contact Dawn for daily rates

**PAYMENT METHOD:**

( ) Cash (Do not send via mail)                      ( ) Certified Cheque - from any major bank                      ( ) Money Order  
( ) Visa ( ) Mastercard Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name as it appears on card

\_\_\_\_\_  
Cardholder's Signature

**Disclaimer:** The Works Art & Design Festival is an outdoor event and will occur RAIN OR SHINE. It remains each vendor's sole responsibility to provide a representative during **ALL 13 days** and hours (**11:00 AM – 9:30 PM**) of Festival operation (including the final day of Festival) or otherwise reach a breach of contract. Management reserves the right at any time to alter or remove displays/exhibits if their conduct or representation is objectionable to staff or other participants in The Works Art & Design Festival Art Market or general public, or do not adhere to The Works Art & Design Festival Guidelines as outlined in the contract.

**Endorsement:** I/We, the undersigned, agree to participate in accordance to The Works Art & Design Festival terms and conditions. I/We will be bound by such terms in the event of a successful application. Completion and submission of this form constitutes a contract. (Please retain a copy for your records.)

Questions? Contact Contact Glyn Evans-Percy E: [marketing.assistant@theworks.ab.ca](mailto:marketing.assistant@theworks.ab.ca) P: 780.426.2122 ext 234.

**SIGNATURE(S):** \_\_\_\_\_

**PRINT NAME(S):** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Send all completed applications to:**  
The Works Art & Design Festival Art Market Application  
10635-95th St. NW Edmonton, AB T5H 2C3  
Fax: 780.426.4673