



THEWORKS

ART & DESIGN FESTIVAL

ART MARKET APPLICATION 2011

2011 Festival Dates: June 23 –July 5

Tents and Tables

Early Bird Deadline	February 15, 2011	5PM MST
Final Deadline	April 15, 2011	5PM MST

The Works Art & Design Festival is proud to present the largest FREE art and design festival in North America. Kicking off Edmonton’s summer festival season with over 150,000 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. Artisans and Designers can securely sell and promote their talents through 2 options – **Tents or Co-op Tables**. The Works Art & Design Festival prefers hand-crafted, locally made art and designs. Open for all 13 days of the Festival from 11:00 AM to 10:00 PM, each booth/table 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.

The Works Art Market Tents - located on Churchill Square, each canopied tent is 10’ x 10’ ft. Are you sharing the tent with other artisans? On a separate sheet please include contact information for shared artisan(s), images and price lists. Include dates of participation from the other artisans who will share the tent with you. Contact marketing.assistant@theworks.ab.ca if you would like to provide your own tent/booth.

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 and organizations. One table (4 feet long) and two chairs will be provided, but each table must be entirely self-contained.

TENTS & TABLES APPLICATION CHECKLIST Please include:

- ___ **Website:** _____ **OR**
- ___ **5-10 current images of items** to be sold and showcased. Submit only high-quality photographs or digital files in jpeg format on a disc no larger than 5 MB and no smaller than 300k.
- ___ **Booth display image**
- ___ I will provide my own tent/booth – include photos, dimensions and description of the booth/tent.
- ___ **Price List with Dimensions** of intended items to be sold - include inventory and price ranges.
- ___ **Sharing your tent?** Artists are welcome to share or rotate days with other artisans within the same tent rental. On a separate sheet include names, contact information, artist images and dates of participation from all artisans.
- ___ **YES! I am interested in demonstrating** the process of my art/craft during The Works Festival. On a separate sheet please provide a brief typed description of your practice, the days and times of demonstrations.
- ___ **\$300 Refundable Damage Deposit for Tent and Table Vendors: Due at time of application.**
Deposits will be refunded *one month after the last day of festival (excluding multi-year commitments), provided that the following criteria are met:
 - All art market booth are manned within the opening and closing hours 11:00 AM–10:00 PM EVERYDAY (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 on Sir Winston Churchill Square at any time during the Festival operating hours. You will be fined by The City of Edmonton.
 - 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 Art Market 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.
 - 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.

APPLICATION GUIDELINES

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. 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. The Works Art & Design Festival reserves the right to ask that items not of the quality and/or category submitted for jury are to be removed and/or the participant leave the event.
3. 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.
4. **Fees + Contract:**
 - **Upon acceptance of this application a contract will be issued** for signature(s). See below 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.
5. Participating artists/vendors should keep their display area well stocked for the duration of the Festival. Business cards are highly recommended.
6. Each vendor must provide a representative during all festival operating hours (**11:00 AM – 10:00 PM**) for **ALL 13 days** of the festival and will be held responsible – Rain or Shine.
7. **Set-up** is tentatively scheduled for June 22 after 9 AM. **Tear down** is July 5, AFTER 9 PM – **NO EXCEPTIONS**. The Works Marketing Assistant will arrange specific placement, load in dates and times with you by June 15, 2011.
8. The Works Art & Design Festival is not responsible for any damaged or stolen properties that occur on the Festival site.
9. No one is permitted to drive on Sir Winston Churchill Square at any time during the Festival open hours. You will be fined by The City of Edmonton and risk losing your damage deposit!

I have read the above and understood all of the guidelines #1 - 9:

Signature: _____ **DATE:** _____

PLEASE PRINT CLEARLY:

Artist/Contact Name : _____

Company Name (if applicable): _____ Contact: _____

Email: _____ Website: _____

Address: _____ City/Prov: _____ Postal Code: _____

Home Phone: _____ Cell: _____ Work: _____

Churchill Square Art Market Location – state specific requirements/preferred placement here. The Works will not guarantee that all requests can be fulfilled.

Indicate (with an X) which option (tent or table) with in the application date.

Early Bird Applications received before February 15, 2011 -- \$300 Damage Deposit Due at time of application

X	OPTION	Total Amount	First Payment Due	Final Payment Due
	Tent	\$1100	February 15, 2011 (\$550)	April 15, 2011 (\$550)
	Table	\$550	February 15, 2011 (\$275)	April 15, 2011 (\$275)

Applications received between February 16 and April 15, 2011 -- \$300 Damage Deposit Due at time of application

X	OPTION	Total Amount	First Payment Due	Final Payment Due
	Tent	\$1350	March 15, 2011 (\$675)	April 15, 2011 (\$675)
	Table	\$650	March 15, 2011 (\$325)	April 15, 2011 (\$325)

Applications received after April 15, 2011 \$300 Damage Deposit and Full Payment Due at time of application

X	OPTION	Total Amount
	Tent	\$1600
	Table	\$800

Multi-Year Commitment 2011 and 2012 - ONE TIME FEE ONLY \$300 Damage Deposit Due at time of application (Multi – Year damage deposit will be refunded one month after The Works Festival 2012)

X	OPTION	2011 Full Payment Due	2012 Full Payment Due
	Tent	February 15, 2011(\$1000)	February 15, 2012 (\$1000)
	Table	February 15, 2011 (\$450)	February 15, 2012 (\$450)

OPTION – tent or table: _____ Date of application: _____ Amount\$ _____
 Refundable Damage Deposit - Due at time of application \$ 300.00
TOTAL \$ _____

PAYMENT METHOD:

() Cash (Do not send via mail) () Certified Cheque - from any major bank () Money Order

() Visa () Mastercard Number: _____ Expiry Date: _____

Credit card payments will be taken accordingly to the payment schedule at the top of this page. There will be a \$25.00 NSF cheque and dishonored credit card fee.

Payment Option Amount \$ _____ + \$300 damage deposit = **TOTAL PAYMENT \$** _____

 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 – 10:00 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 Marketing.Assistant@theworks.ab.ca Phone: 780.426.2122 Ext 234

SIGNATURE(S): _____ **DATE:** _____

PRINT ARTIST/COMPANY NAME: _____

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