



ARTISAN SHOW AND SALE APPLICATION FORM

APPLICANT'S INFORMATION

Full Name: _____

Business Name if Applicable: _____

Address: _____

Town/City _____ Province _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Web or Facebook Page: _____

I have my Own Insurance _____ I will purchase TMCC Event Insurance for an additional \$25.00 _____

CATEGORY

- | | | |
|---|---|---|
| <input type="checkbox"/> Jewellery | <input type="checkbox"/> Body Products | <input type="checkbox"/> OTHER—Please explain |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Recycle/Upcycle | _____ |
| <input type="checkbox"/> Pottery/Ceramics | <input type="checkbox"/> Glass/Mosaics/Stained | _____ |
| <input type="checkbox"/> Paper/Scrapbooking | <input type="checkbox"/> Edibles/Food | _____ |
| <input type="checkbox"/> Fabric and Yarn/Clothing | <input type="checkbox"/> Metal (not jewellery) | _____ |
| <input type="checkbox"/> Photography/Fine Art | <input type="checkbox"/> Dollmakers/Stuffies/
Toys | _____ |
| <input type="checkbox"/> Garden or Christmas | | _____ |

SPECIFICS

- | | |
|--|--|
| <input type="checkbox"/> AUDITORIUM | <p>Each room in The Mount is unique. Please visit our website to view the rooms. The Breezeway is the hallway between the Auditorium and the Austin Doran Hall. The Lobby is the area outside of the main office. The price is per table. Corner booths will be an additional \$10 and will require the purchase of at least 2 tables. (No extra charges for tables and chairs)</p> <ul style="list-style-type: none"> • 6' table: \$100 each additional \$85 • 8' table: \$120 each additional \$100 (8' tables only available in the Austin Doran Hall) • Number of chairs requested: _____ (2 maximum) |
| <input type="checkbox"/> BREEZEWAY | |
| <input type="checkbox"/> AUSTIN DORAN HALL | |
| <input type="checkbox"/> GATHERING ROOM | |
| <input type="checkbox"/> LOBBY | |

Number of 6' Tables required _____

Number of 8' Tables required _____



EXHIBITOR INFORMATION, TERMS AND CONDITIONS

REGISTRATION AND APPLICATION PROCESS

YuleFest is a juried and curated Artisan Show and Sale. Applications must be submitted for approval.

Please e-mail your completed application **with photos of your work or a link to your website** to :
YuleFest@theMountPeterborough.ca

*Do not send payment unless you are notified of your acceptance. You will be notified by e-mail . Once you have been approved, you must make full payment within seven days or you will be removed from the list. This is to allow others an opportunity to participate.

GENERAL

- All Items offered for sale must be made by the exhibitor (s) or is a representation of crafters from a non-profit organization (i.e. guilds, social agencies etc.). All items must be family friendly.
- The Mount reserves the right to include vendors that will enhance the experience of our patrons. Absolutely no manufactured items will be accepted unless there is a DIY component attached to the items being sold (ie craft suppliers)
- The vendor may only sell the items listed in the description on the first page. The Mount reserves the right to request removal of any items that have not been approved for sale
- Flyers, coupons, business cards and other types of advertising from those other than those pertaining to the exhibitor is strictly prohibited.
- E-Flyers , Posters and Parking maps will be e-mailed to each vendor so that the event may be further advertised on your websites and social media platforms.

PAYMENTS AND REFUNDS

We accept e-transfers and cheques. Visa and MasterCard may also be used but the credit card's merchant fee is additionally charged to your card.

- If cancelled before June 30th, 2019, a refund will be issued less a \$25.00 cancellation fee.
- If canceled before August 31st, 2019, a refund will be issued less a \$50.00 cancellation fee.
- If cancelled on or after September 1, 2019, no refund will be issued.
- The reselling of a booth is strictly prohibited. Vendors who have not been approved, will not be allowed entry. Please contact us immediately should you find it necessary to cancel your booth.
- There is a \$40 fee for NSF cheques

INSURANCE

Vendors are required to have liability insurance at a minimum of \$2,000,000, naming The Mount Community Centre as additionally insured on the certificate. Our office requires a copy of that certificate before the event. No exceptions! Vendors may also purchase event insurance from The Mount at \$25.00 per vendor. Please indicate your insurance choice on the application.

REFRESHMENTS AND FOOD for Vendors

- Complimentary Coffee, Tea and Water will be available to vendors on Friday morning between 9:00am and 11:00am Set-Up time. Again on Saturday, between 9:00am and 10am before opening to the public.
- The doors will open to the public at 4:00pm on Friday and 10:00am on Saturday. Please be ready.
- Our Fulcrum Café will be open to guests and vendors during show hours. Vendors wishing to order meals or snacks from the menu may do so in advance in order to avoid the line-ups. A volunteer will deliver the meal to your booth.
- Vendors are welcome to bring their own brown-bag meals.



MORE EXHIBITOR INFORMATION cont.

SET-UP AND TAKE-DOWN

- Booth assignment (s) , parking and un-loading instructions and maps will be provided to you a month before the event. Volunteers will be on hand to assist you in finding your space on the day of the show. Your space will have an assigned number and all displays and products must stay within the confines of the space assigned.
- All available doors may be used for un-loading. Vehicles must be moved to the designated parking spots by 3:30pm on Friday afternoon.
- Friday's show hours are 4:00-8:30pm and Saturday's show hours are 10:00am-6:00pm
- Pack-up and move out is after 6:00pm on Saturday evening. All vendors must be out of the building by 11:00pm
- All vendors are responsible for setting up and cleaning up their allotted areas.
- Each vendor is responsible for his or her area at all times and may not shut down before the closing time on either Friday or Saturday. Vendors who pack-up early or leave early will not be offered space in the future.
- There are limited electrical outlets and power available. Please check with show staff before plugging in any extensions, or other electrical units. Please bring your own extension cords and power bars. If you are permitted to use a cord, you must ensure that it is properly taped down to prevent tripping accidents.
- SMOKING, VAPING AND CANNABIS USAGE ARE NOT ALLOWED IN THE BUILDING
- Volunteers will be on the floor should you require a bathroom break or need assistance.
- Any vendor who provides food for sale must complete and submit the Notification of Food Premises Opening Form from the Peterborough District Health Unit. This must be submitted at least two weeks prior to the event. The vendor shall be solely responsible for any fines or fees levied by the District Health Unit.
- The building is locked up at night.
- All vendors are responsible for handling their own Retail Sales Tax, HST and any other taxes or permits as required by law.
- The vendor agrees to abide by all fire regulations and maintain acceptable Fire Prevention practices. Absolutely no open flames will be allowed. That includes lit candles.
- The Auditorium features gallery rails for hanging artwork . First come first served basis for hanging wires.
- All vendors are required to be considerate of their neighbouring vendors. Loud noise or other disruptions will not be permitted.
- Painting or fastening to any part of the building is not permitted without direct permission from the Show Manager. Any damage to the building will be the responsibility of the vendor.
- Each vendor /applicant agrees to hold The Mount Community Centre harmless and free from liability or responsibility for losses, accident or any other cause. The vendor/applicant shall provide their own insurance against any such loss, damage or cause.

Please note: Un-signed application forms will not be processed. If using own insurance, proof of insurance must accompany your application. All applications will not necessarily be accepted. Do not send payment until notified.

I, the undersigned hereby submit my application form to be an exhibitor in YuleFest 2019, annual Artisan Festival at The Mount Community Centre, Peterborough. I have read the application form and ALL the rules and regulations pertaining to the event. I accept and will abide by the rules and regulations laid out herein.

Signature _____ Date: _____

