

# 2019 BUCKHORN FESTIVAL OF THE ARTS

1782 Lakehurst Road, P.O. Box 280, Buckhorn ON K0L 1J0

## Invited Exhibitor Agreement - DEADLINE – February 1, 2019 4 pm

**AGREEMENT** by and between the Buckhorn Community Centre and Athletic Association (hereafter the "BCC") and the Artist/Exhibitor \_\_\_\_\_ (hereafter the "Exhibitor").

The BCC grants the Exhibitor the right to use exhibit space as stated for the exhibition, demonstration and sale of \_\_\_\_\_ (Please complete Art Form/Medium) subject to the terms and conditions stated on both pages of this document.

The Exhibitor is required to complete the information section below prior to signing and returning this agreement. Upon receipt of this agreement BCC will hold this information private and confidential following the information privacy law.

Address \_\_\_\_\_

City/Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Do you charge HST on your artwork? \_\_\_\_ YES or \_\_\_\_ NO Business # \_\_\_\_\_

### BOOTH SIZE AND FEES (please select one):

\*10ft: \$160.00 + 13% HST \$20.80 = \$180.80

\*12ft: \$192.00 + 13% HST \$24.96 = \$216.96

\*16ft: \$256.00 + 13% HST \$33.28 = \$289.28

**\*approx. back wall length +sides 8'h x 4'w**

### TABLE RENTAL

Large (30" X 72"): \$10.62 + 13% HST \$1.38 = \$12.00

Small (30"square): \$5.31 + 13% HST \$0.69 = \$6.00

Chairs 1\_\_\_ 2\_\_\_ No Charge

**Note: You must supply your own table coverings.**

Booth fee		\$ _____
Table Rental	+	\$ _____
Chair Rental	+	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>
<input type="radio"/> A cheque - enclosed ( <b>payable to the Buckhorn Community Centre</b> )		
<input type="radio"/> I will call with my credit card information.		

The Exhibitor agrees, by signing this agreement, to honour all terms and conditions of this Exhibitor Agreement as set out on both pages of this document.

Date Received:
Cheque:
Credit Card:
Received By:

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Exhibitor signature)

<b>2019 Festival Hours</b>
Registration: August 16 - 8am to 4 pm
Show and Sale: August 17 - 10 am to 5 pm
Show and Sale: August 18 - 10 am to 3pm

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## **TERMS and CONDITIONS:**

The Exhibitor understands and agrees that a completed application **must be received by 4 PM on February 1, 2019. Completed Applications must include: Application Form Page 1 and 2 with all points initialed, Non-refundable Booth Fee and Images. Late or incomplete applications will be held on a waiting list until booths are filled with new exhibitors and returning artists who have completed applications by the deadline of February 1, 2019. Late or incomplete applications may not be considered for entry.**

Please make cheque **payable to the Buckhorn Community Centre**. Booth fees may also be paid by VISA or MasterCard, by providing the card details by telephone. **Initial** \_\_\_\_\_

The Exhibitor agrees to pay the BCC a commission of 20% + HST on all sales, orders / commissioned (excluding HST) at the 2019 BUCKHORN FESTIVAL OF THE ARTS. The Exhibitor agrees to record every sale on the numbered invoices, (supplied by the BCC) and to make payment following the 2019 festival payment procedures. A blank cheque made payable to **Buckhorn Community Centre** and dated no later than August 21, 2019 is due at check-in for all artists. Cheques not processed will be destroyed. Credit card (VISA or MasterCard) is an acceptable alternative to a post-dated cheque. **Initial** \_\_\_\_\_

Exhibitor booths are designed and built by the BCC to create a professional image. **The choice of location of Exhibitors will be at the absolute discretion of festival management.** Exhibitors will be housed in the Community Centre building or in the Festival Park pavilions/galleries. **New exhibitors** will be limited to a 10' or 12' booth only. **Empty booths due to last minute cancellations will be filled at the discretion of the BFAF Director. Artists are not permitted to fill empty booths without authorization from the BFAF Director.** **Initial** \_\_\_\_\_

The Exhibitor agrees to bring and offer for sale a **minimum of 80% original artwork** ready to hang that sufficiently covers the allocated booth space without crowding. **Artwork to be exhibited must be completed within the last 3 years.** **Initial** \_\_\_\_\_

The Exhibitor agrees to display 20% original work that has never been exhibited at BUCKHORN FESTIVAL OF THE ARTS. **Initial** \_\_\_\_\_

The Exhibitor may bring a **maximum of 20%** quality reproductions such as giclée or limited edition prints, though only one of each image may be hung in your booth at a time, while additional reproductions can be available from a designated professional and esthetic storage space. **Initial** \_\_\_\_\_

Exhibitors who work in the other creative mediums of Pottery, Jewelry, Photography, Sculpture, Glass, Textiles, Wood-Turning and Illustration **agree all items must be completed within the last 3 years.** **Initial** \_\_\_\_\_

To further enhance your display of original and reproduction work an additional maximum of 20% of your work can include quality retail ready cards and calendars displayed in a professional and esthetic manner. **Initial** \_\_\_\_\_

The Exhibitor warrants that the work being shown is the Exhibitor's own work and shall not infringe or violate any copyright law. The Exhibitor agrees to indemnify and save harmless the BCC and its officers, directors, employees and volunteers from any and all claims made in this regard. **Initial** \_\_\_\_\_

The Exhibitor agrees to attend the exhibit for the duration of the show as identified by the dates and times on this agreement and have his/her booth staffed at all times throughout the show. The festival does not provide for the staffing of exhibits. The show opens for check-in and set-up from 8 am until 4 pm on Friday, August 16, 2019. **Changes to exhibitor booth must be done outside of Festival hours for the duration of the show. The exhibitor agrees to check in not later than 2 pm and have his/her exhibit set up by 4 pm and keep the booth intact until show closing at 3 pm on Sunday, August 18, 2019. Exhibits must be completely removed by 5 pm on Sunday, August 18, 2019.**

Exhibitor vehicles will not be allowed in the exhibit area during show hours and must be removed by 4 pm on Friday. Vehicles will be allowed back in on Sunday upon the exit of all festival visitors for take down of exhibits. **Initial** \_\_\_\_\_

The Exhibitor will be responsible for placing their own insurance and the exhibitor agrees to hold the BCC, its officers, directors, employees and volunteers harmless from any and all damage, expense or liability from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the exhibitor arising out of the exhibitors participation in the BUCKHORN FESTIVAL OF THE ARTS. The BCC will not be responsible for any loss incurred by the exhibitor, as a result of fire, theft, water, accidents or other mishaps.

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Exhibitors are invited to provide demonstrations throughout the show. The Exhibitor is responsible for insurance/liability coverage and safety of demonstrations. **Initial** \_\_\_\_\_

Security will be on duty throughout the duration of the weekend. For security purposes, name badges must be worn by Exhibitors and Assistants at all times and vehicle passes must be clearly displayed on the dash of the vehicle to allow parking in designated area. **Initial** \_\_\_\_\_

**Exhibiting Artist** \_\_\_\_\_

(Please print name as you wish it to appear in BFAF promotional materials) **Initial** \_\_\_\_\_

**Name Badges:** (For Security purposes, Name Badges must be worn at all times.)

For exhibiting artist \_\_\_\_\_ and assistants \_\_\_\_\_

\_\_\_\_\_ **Initial** \_\_\_\_\_

(Please print names clearly)

Number of **Vehicle Passes** for reserved parking Artist: **1** Assistants: \_\_\_\_\_ **Initial** \_\_\_\_\_

Number of trailers to park \_\_\_\_\_

**Chairs:** Please provide chairs for the booth: (please pick one) 0 1 2 **Initial** \_\_\_\_\_

I am interested in **Accommodation** through the Artist Hosting program YES NO **Initial** \_\_\_\_\_

Accommodations Costs: \$65/night for 1 person \$75/night for 2 people

Number of people \_\_\_\_\_ Number of nights \_\_\_\_\_ **Initial** \_\_\_\_\_

Preferred Host (if applicable): \_\_\_\_\_ **Initial** \_\_\_\_\_

The Exhibitor is required to provide two images by **February 1, 2019 4 PM**, (one of which will be selected for use in promotional materials) following the specifications below:

- **One image vertical and one image horizontal, of original *current* work (including name and measurements) representative of the art you plan to display in your booth, that has not been available at previous BUCKHORN FESTIVAL OF THE ARTS shows and that, ideally, will be available for purchase in your booth at this year's show.**
- Images to be provided on CD or by email (of quality necessary to ensure that when reduced they will maintain the clarity of 300dpi)
- **Please include the title, medium, size of each work and prices if you want it displayed.**
- ***The Exhibitor Application will not be considered if failure to submit all of the above information by February 1, 2019 at 4 PM does not occur.*** **Initial** \_\_\_\_\_

**Printed Promotional Literature** – The BCC will cover shipping costs for rack cards only. Please indicate the number you would like to have mailed to you:

**# of Rack Cards:** \_\_\_\_\_ **Initial** \_\_\_\_\_

**Special Requests** \_\_\_\_\_

**Initial** \_\_\_\_\_