

Stewart Park Festival



ARTISAN MARKET TERMS AND REGULATIONS 2019

****Vendors with diesel-powered vehicles or displays need not apply.***

1. Selection A jury will review your application including (if provided) five (5) photos of your work. You will be notified of their decision by email on or before April 12, 2019. If selected, an email will be sent to you along with: contract, invoice for payment, information on insurance requirements, and other Festival specific information. If you are not selected, you will receive an email notifying you of the jury's decision. Items that have not been pre-juried will not be allowed for sale.
2. Work All work shown MUST be the original creation of the exhibitor. We welcome items such as pottery, jewellery, clothing, wood, glass and toys. A limited number of artisans from any one category will be accepted. We also allow a limited number of service-based vendors such as massage and henna tattoos. We do NOT accept pre-purchased items, or imported crafts.
3. Taxes Artisans are responsible for their own sales, collections of sales taxes, and any licensing costs.
4. Security Overnight security is provided from 9:00 p.m. to 9:00 a.m. during the Festival. Exhibitors will be responsible for equipment or goods left in the park overnight. We advise you to pack and remove your crafts for this period of time. Festival organizers are not responsible for lost, damaged, or stolen goods. Please check your insurance policy.
5. Set-up/tear down Set-up must be complete by 12:00 p.m. on Friday, July 19, and must remain set up for the duration of the Festival. For the safety of festival goers, volunteers, and vendors, tear down will take place 30 minutes after the last performance on the Main Stage on Sunday, July 21, 2019.
6. Hours of Operation The Festival Marketplace hours of operation are as follows:
Friday, July 19: 12:00 pm to 9:00 pm*
Saturday, July 20: 10:00 am to 9:00 pm*
Sunday, July 21: 10:00 am to 5:00 pm*
**or 30 mins after the conclusion of the final performance on the Festival's Main Stage*
7. Electrical Not available for Artisan vendors.
8. Vehicles in marketplace **For the safety of all, no vehicles are permitted in the Marketplace during market business hours.**

9. Parking Participants have access to **one (1) off-site parking space per booth. Please adhere to this.** Parking passes are allocated upon arrival by the Market Coordinator. Non-compliance will be noted for future reference. Remember, the object is to bring customers closer to you!
10. Booth Each Artisan exhibition space will be 10' wide by 10' deep. Artisans must provide their own canopy which cannot display unrelated commercial advertising. Please notify the Market Coordinator of any size variance as this may effect vendor placement. Also, 6' tables may be pre-ordered on your application at a rental charge of \$10.00 each.
11. Site Assignment Placement of Artisans on site will be determined solely at the discretion of the Market Coordinator. Please keep in mind that this is an outdoor site and be prepared for uneven ground, slopes, trees, wet grounds, and pavement in some cases. The Festival sometimes experiences strong winds, so be sure your canopy is weighted down. If you indicate any restrictions imposed by your booth design, an attempt will be made to accommodate your request. The Stewart Park Festival does not guarantee returning Artisan vendors will have the same site as in previous years. A map of the Festival Marketplace and its vendors will be available to Festival goers.
12. Fees The vendor fees for Artisans are listed on the *Artisan Vendor Instructions*. The fee covers all three days of the Festival. Additional fees may be applied for larger units.
13. Insurance Once accepted as a vendor, you are required to show proof of \$2 million liability insurance. You must provide the Festival with an insurance certificate issued by your insurance company, listing the following as *additional insured*: The Town of Perth, Downtown Heritage Perth Business Improvement Area, and Stewart Park Festival. You will also need to make sure the date of the Festival is listed as July 19th to July 21st, 2019. Please list your limits of liability (CGL), and include a 30-day notice of cancellation clause. **All details are necessary for completion.** *Festival Insurance is available through the Town of Perth (ToP). Please indicate on your interest in purchasing the ToP insurance on your application form.*
14. Contact Please contact Anne Davis Richardson, Marketplace Coordinator, at SPFMarket2016@gmail.com or contact Kari Clarke, BIA Coordinator, at the BIA office at 613-267-3311 ext. 2251.