



**RETAIN FOR YOUR OWN RECORD**

**\*\*\*\* Aug 31 is the final deadline.**

Please indicate booth size required.		Before July 1	Jul 1-Aug 31
	¼ space (4' d x 5' w) (max 4 spaces available and you must provide your own table and it must be skirted to the floor. You, your table and products must still fit within this space. These will be in the Scandia Room).	\$80	\$120
	½ space (8' d x 5' w) (limited number of this size)	\$155	\$205
	1 space (8' d x 10' w)	\$255	\$390
	1½ space (8' d x 15' w)	\$385	\$525
	Double space (8' d x 20' w) – limited number If you choose this size please send 2 cheques, 1 for the price of the 1 ½ booth and a 2 <sup>nd</sup> for the difference, just in case we don't have enough spaces.	\$510	\$780

**NOTE:** there are two booths (6.5' d by 13' w, same sq. ft. as an 8' x 10') located in the breezeway running from the ballroom to the Scandia Room (7' wide aisle). The cost is the same as an 8 x 10 space. Would you prefer one of these booths? \_\_\_\_ Yes \_\_\_\_ No

*I have read and agree to comply with the Procedures During Show as detailed on page two. I also understand that the entry fee is non-refundable except under extenuating circumstances as approved by the executive. Refunds are subject to a \$25 processing fee. NOTE: Your application must be postmarked on or before the applicable due date or you will have to pay the next fee. Applications received after Aug1 may not be accepted.*

I am compliant with the safety standards & regulations for my industry

Signature \_\_\_\_\_

Make cheques payable to Artisans Northwest,  
and mail **with the signed contract** to:

Clint Kuschak  
331 N. Harold St  
Thunder Bay ON  
P7C 4C7

## RETAIN FOR YOUR OWN RECORD

**Set-up:** Friday, November 9, 2017      **Time:** (please check our [website](#) in November)  
**Show Dates:** Saturday, November 10, 2017 10:00 am - 5:00 pm  
Sunday, November 11, 2017 10:00 am - 4:00 pm (note: at 11am we will observe a moment of silence for Remembrance Day)

### PROCEDURES DURING SHOW

Please read through this section to help avoid misunderstandings or violations at setup and during the show. Remember - without rules there would be chaos. If you have questions ask them. Contact an executive member for help. Better yet, bring your questions to the meetings so everyone can benefit from them.

1. Each member is responsible for obtaining all required licenses and permits to operate in the city of Thunder Bay
2. Only juried items accepted by the Selection Committee, in the medium approved by the jury process, will be allowed for display and sale. Removal of non-juried items will be requested. This is accordance to the Constitution, part III Membership, Section 4.
3. **Each member must be compliant with any safety standards and regulations in the industry for which they sell products**
4. All members participating in the show will staff their own booth. Each artisan will remain present for the entirety of the show. Individuals requiring a substitute may submit a written request to the Executive prior to the show date.
5. Official nametags and table signs must be displayed during the show.
6. Artisans must ensure that:
  - their display remains inside their booth boundaries as taped on the floor by the Set-up Committee. Tape must not be removed until Saturday morning; (**DO NOT** block fire exit doors)
  - table coverings cover the front and sides of the table to the floor;
  - storage boxes are placed out of public view;
  - nothing is pinned to or hung on the backdrop curtains or walls.
  - Scented items are wrapped: due to allergies to scents by many of our members and customers, all scented products must be individually wrapped for display at the Christmas Show. Failure to do so will result in removal of the scented products. You may have small samples of your scented products available for shoppers, but please ensure they are placed in containers that may be closed to help contain the scent while not being sampled. Thank you for your cooperation in making the show a safe place for all our members and customers. On a similar note, please do not wear perfume or scented body products.
  - If you demo a product that creates noise please consider your neighbors. Please limit the length and volume of the noise. Talk to your neighbors ahead of time and let them know about your demos.
7. Booths and displays must be completed 15 minutes prior to the opening of the show and not dismantled until an announcement is made that the show is officially closed. **Booth setup is Friday night! Saturday morning is for final touches only. If you cannot setup on Friday night you MUST notify the executive before 3pm on Friday and make other arrangements, otherwise you will forfeit your booth.**
8. On Friday and Saturday nights, members must leave the show areas within ten (10) minutes of the stated closing time.
9. There will be a limit of one accepted member to occupy one rented booth. The exception to this rule would be "accepted" individual members, to a maximum of two, working together in one medium to produce one product bearing common characteristics. (see also Bylaw 9 #8 in the Constitution for clarification)
10. Under extenuating circumstances, the Executive Committee has the option to adjust the floorplan to the benefit of the show

### SHOW RECOMMENDATIONS

1. When setting up your booth, be sure to allow walking space between each display for show participants to get in and out easily. Work with your neighbors at the show setup. You must allow access to your booth within the confines of your own space – do not rely on a neighbor's booth for access
2. Maintain a neat and clean display area. If the back of your table or mobile wall/partition is visible to the public, it must look as completed and finished as it does on the front. (i.e. If you have painted partitions, make sure they are painted on both sides or if your entire table is visible, make sure it is skirted on all sides.)
3. All booths have access to electricity. However, it is your responsibility to bring your own power bar and extension cord to access the lighting. Artisans Northwest cannot be responsible for the consistency of the existing overhead lighting. If you require more light within your space, it is your responsibility to supply it. However, you must ensure your lighting doesn't negatively impact others.
4. Be sure to dress in a business-like manner. Clean, tidy clothing or festive style is appropriate as well as enhancing the professional artistic image we want to project for our show.
5. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they can't locate you.
6. Please ensure your name and phone number are on your receipts. This makes it easier for customers to contact you if there are problems or they want to purchase additional items. You can buy inexpensive rubber stamps to do this if you don't want to write it.
7. Try to have a variety of products covering a broad price range.
8. Use a cash box and bring change. If you leave your booth, take your cash box with you.

**IMPORTANT NOTE:** Applications are processed according to the date received and the date on the cheque. If your application is received after the dates indicated, or your cheque is dated after the dates indicated, you will be required to pay the next fee required.

**DO NOT** rely on Canada Post to get it there on time...**MAIL IT EARLY!**