



Cobourg Rotary Arts & Crafts Festival
PO Box 247
Cobourg
Ontario K9A 4K8

Cobourg Rotary 2017 Arts & Crafts Festival

December 01, 2016

Dear Craft Exhibitor:

The 2017 Cobourg Rotary Arts & Crafts Show at the Cobourg Waterfront Festival will be held on **Saturday July 1st, Sunday July 2nd and Monday July 3rd**. Show hours are 10:00 a.m. to 6:00 p.m. on Saturday and Sunday and 10:00 a.m. to 5:00 p.m. on Monday.

The package for entry to our juried show contains the application form which provides details on the very important conditions of entry, booth sizes and fees. It includes ***An Important Notice to All Exhibitors*** regarding the jury process, ***Information on Vendor Parking*** and the document **"CHANGES"**, which contains important information that impacts ALL our vendors. Please read these documents carefully.

Exhibitors who paid a deposit for 2017 at the end of the 2016 festival are guaranteed the same booth in 2017 **(UNLESS PREVIOUSLY HELD BY A VENDOR WHO WAS UNABLE TO ATTEND IN 2016)** providing the application is in by the February 28th, 2017 deadline. ***ALL exhibitors wishing to participate in the 2017 festival must submit completed applications by the deadline.*** Applications received after February 28, 2017 will not be guaranteed exhibit space. Requests for refund of deposits will not be entertained after the February 28th deadline.

Vendors now have the option of paying by **e-transfer**. Please indicate your payment choice on the application form. If you chose to pay by cheque please make it payable to 'Rotary Arts and Crafts Festival'. Booths are allotted on a first-come-first-served basis. **Applications will be processed when the e-transfer is complete or according to the date on the cheque.**

We look forward to your participation in the 2017 Rotary Arts & Crafts Festival and to another successful season.

Lynda Kay
Chair, 2017

Selena Forsyth
Administrator

Cobourg Rotary 2017 Arts & Crafts Festival
IMPORTANT INFORMATION FOR ALL VENDORS:
CHANGES INTRODUCED FOR THE 2017 FESTIVAL

HYDRO

The Cobourg Rotary Arts & Crafts Show is one of the very few outdoor shows in Ontario that provides booths under canvas. **All** profits from the show go back into the community. The costs of providing the booths, tents, fencing, security, hydro etc. is becoming prohibitive. The result is that the high costs are making a significant difference to what we are able to give back.

All 10 X 10 booths have one (1) electrical outlet with approx 350 watts of power at 120 volts. Unlike most festivals we have never charged our vendors an extra fee for the use of power. As you are aware, the cost of electricity in Ontario is very high. On top of all the other costs we can no longer absorb the hydro costs. As a result the booth price has been raised by \$35 plus HST. The new booth prices are listed on the application form. If you paid for your 2017 booth(s) in full the extra cost is \$39.55 for each booth. Please enclose a cheque to cover those costs and send with your application.

INSURANCE

In accordance with Town of Cobourg event regulations all our vendors are now required to carry Liability Insurance. The following explains those requirements:

“The Town of Cobourg and The Rotary Club of Cobourg require that every applicant shall obtain insurance of not less than \$2,000,000.00 per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident. Such policy shall name “The Corporation of the Town of Cobourg”, “The Rotary Club of Cobourg” and “The Cobourg Waterfront Festival” as Additional Insureds, and shall protect against all claims for all damage, injury or death arising out of any act or omission on the part of the Town, the event organizer, its servants or agents. The policy shall be endorsed stating that it will not be altered, cancelled, or allowed to lapse without 30 days prior written notice.”

It is recommended that applicants prudently consider increasing their liability limit to \$5,000,000.

Please enclose a copy of the insurance with your application and make sure you have a copy with you in your booth at the festival.

E-TRANSFERS

We now accept payment by e-transfer. If you tick the e-transfer box on the application form you will be sent the email address for our treasurer Robert Keller. To e-transfer funds go online to your bank account and look for ‘e-transfer’ or something similar. Follow your bank’s instructions and make the transfer payable to Robert Keller. Send him a separate email with a password. He will then transfer your deposit into a Rotary account and email you confirmation. Your application will not be processed until the transaction is complete.

If you have any questions please do not hesitate to email us at rotary@waterfrontfestival.ca

Lynda Kay
2017 chair

Selena Forsyth
Administrator

2017 COBOURG ROTARY ARTS & CRAFTS FESTIVAL

EXHIBITOR INFORMATION & CONDITIONS

December 01, 2016

Dear Exhibitor:

This is a juried show. **New** vendors are required to submit a resume, a general description of their work, photographs of the product they intend to display in the 2017 show, a price list and a **copy of their Liability Insurance**, along with their application. The photographs must be in colour and dated to indicate current work. Returning vendors are required to submit photographs of any new products added to their line.

While it is accepted that most arts and crafts require the use of ready-made products and, in some instances, the use of small machinery, e.g. a sewing machine, **the end product must be unique to and created by the vendor**. In order to ensure that all products displayed meet jury regulations, a committee of qualified persons appointed by the Festival organizers will visit each booth prior to opening on the first day of the show. **All booths must be ready one hour prior to opening**. Any vendor who presents items which have been misrepresented to the jury committee - are not original, are questionable or do not comply with the conditions of entry - will be obliged to remove those items. In extreme circumstances an exhibitor may be asked to withdraw from the show.

No freezers or large refrigerators. Table top refrigerators are permitted.

Pets are not allowed in the Rotary Arts & Crafts area.

There is **no smoking** under the tents.

NO REFUNDS FOR CANCELATIONS AFTER May 31st.

SCHEDULE: The 2017 show is a three day event. Vendors are expected to set up the day before and be available for booth inspection at 9:00 a.m. on opening day. Vendors are required to be in attendance throughout the show. **Dismantling of booths is not permitted until the show closes on the last day.**

SET UP:	Friday June 30th	7:30 a.m. to 7:30 p.m.
SHOW TIMES:	Saturday July 1st	10:00 a.m. to 6:00 p.m.
	Sunday July 2nd	10:00 a.m. to 6:00 p.m.
	Monday July 3rd	10:00 a.m. to 5:00 p.m.
TAKEDOWN:	Monday July 3rd	5:00 p.m. to 7:00 p.m.

We look forward to seeing you at the 2017 Cobourg Rotary Arts & Crafts Festival.

Lynda Kay
Chair, 2017

Selena Forsyth
Administrator

EXHIBITOR VEHICLE PARKING

Dear Exhibitor:

There is **NO** parking at the Rotary Arts & Crafts site. Vendors will drive to their tent to unload on arrival and to load at the end of the festival. **On the day of set-up cars must be removed immediately after unloading.**

Vendor parking will be available at a cost of \$25 per vehicle for the duration of the festival. **The parking area for vendors is close to the festival. The site is on Town property and the bylaws mandate that no overnight stays in house trailers, campers or tents will be allowed. The site will be patrolled and the bylaw enforced.** If you wish to sleep in your vehicle, Wal-Mart and the Northumberland Mall will allow overnight stays in RVs and campers in their parking lot. No tents allowed. Your festival vehicle access permit must be displayed on your dashboard if you are staying overnight at either location.

Please make your parking reservation on your application form. 24-hour security will be in force at the festival lot.

Vendors may drive to their booth to re-stock until 9:30 a.m. on show days. Vehicles must be removed by 9:30 a.m. A regular shuttle service will be provided to replenish stock during the day.

Every reasonable attempt will be made to make unloading, parking, restocking and loading as easy as we possibly can. We appreciate your understanding.

Lynda Kay, 2017 Chair.

COBOURG ROTARY ARTS & CRAFTS FESTIVAL 2017

P.O. Box 247, Cobourg, Ont. K9A 4K8 Tel: 905-373-4959

e-mail: rotary@waterfrontfestival.ca

Saturday July 1, and Sunday July 2: 10am - 6pm, Monday July 3: 10am - 5pm

APPLICATION SUBMISSION DEADLINE: FEBRUARY 28, 2017

Applications received after the submission deadline will be placed on a reserve list in order of date received.

ONLY ORIGINAL WORK UNIQUE TO AND CREATED BY THE APPLICANT WILL BE CONSIDERED.

Exhibitors will be selected based on the quality and originality of their work. Should the jury have any questions or concerns, applicants will be requested to submit a sample of their craft.

1. New applicants **must** submit at least four (4) photographs of their work and a short personal resume. Photos must be dated and accompanied by a corresponding price list. Returning vendors must submit photos of any new products added to their line. Photographs will be returned **only** if a self-addressed envelope of sufficient size and correct postage is enclosed with the application.
2. **ALL APPLICANTS MUST HAVE LIABILITY INSURANCE FOR a minimum of \$2 MILLION.**
3. All booths are 10X10 feet. **You cannot extend your booth into the aisles.** Each booth is supplied with one (1) electrical outlet with approx 350 watts of power at 120 volts. We do not have the capacity to add additional power to booths.
4. **Freezers and large refrigerators are not allowed in the booths.** (Refrigerators within the power range are permitted.)
5. All exhibit spaces are under marquee tents. No individual exhibits outside the tent areas are allowed. Booth walls are plywood. Exhibitors are encouraged to decorate their booths. Hooks and nails may be used to hang wall coverings and display shelving however plywood booth walls may not be altered, cut, or painted.
6. **All applicants (including vendors who paid a deposit) must complete and return the entry form with the full entry fee. E-Transfer is available but if paying by cheque please make payable to Cobourg Rotary Arts & Crafts Festival.**

FEE SCHEDULE:

Standard Booth:	Approximate size 10' by 10'	Fee \$350.00 + \$45.50 HST = \$395.50
Standard Corner Booth:	Approximate size 10' by 10'	Fee \$425.00 + \$55.25 HST = \$480.25
Harbour-Facing Standard Booth:	Approximate size 10' by 10'	Fee \$400.00 + \$52.00 HST = \$452.00
Harbour-facing Corner Booth:	Approximate size 10' by 10'	Fee \$475.00 + \$61.75 HST = \$536.75

Detach here & return with payment.....

EXHIBITOR NAME: _____

COMPANY NAME: _____

ADDRESS: _____

TOWN: _____ POSTAL CODE: _____ TEL
#: _____

E-MAIL: _____ WEBSITE: _____

CRAFT MEDIUM: _____

BOOTH NAME: _____

BOOTHS: Standard @ \$395.50 Corner @ \$480.25 Harbour Std. @ \$452.00 Harb. Corner @ \$536.75

(All prices include HST)

Tables: _____ 5' @ \$10 (Plus HST = \$11.30) _____ 8' @ \$20 (Plus HST = \$22.60) = \$ _____

Parking: @ \$25: YES NO Total booths/tables/parking: \$ _____

Less deposit paid in 2016 for 2017 \$ _____ Cheque Enclosed: \$ _____

E-TRANSFER PAYMENT REQUESTED: YES NO

SIGNATURE: _____