



**November 2, 3 and 4, 2018**  
**Exhibitor Information and Conditions 2018**



prince edward county  
**arts council**

### **ABOUT OUR SHOW**

The Maker's Hand is produced annually by a volunteer committee of the Prince Edward County Arts Council. It is a prestigious artisan show and sale featuring both established and up-and-coming artisans from Ontario & Quebec. The show attracts approximately 2000 visitors from Toronto to Montreal and beyond. Since it's inception, we have received very positive feedback from both exhibitors and customers.

The Maker's Hand is held at the Prince Edward Community Centre in the Picton Fairgrounds at 375 Main St. East (Highway #49). There is ample free parking. The show runs for three full days, over the first weekend in November with a full set-up the Thursday prior to opening. The Maker's Hand is composed of 40 booths in 3 sizes. Volunteers are on-site to assist the artisans with set-up and take-down and also for assistance during the course of the show.

A café is on site for snacks and coffee during the day. There is an ATM on-site, as well as WIFI. Please note that the Maker's Hand is not responsible for the ATM or WIFI but will make every effort for the Town to have it in good working condition. We charge a public entry fee of \$5. Professional security is provided overnight during the show. There is a floor manager on duty at all times during the show. We do not, however, assume responsibility for any losses incurred but ask that you report any occurrence to show managers immediately.

### **THE APPLICATION**

- Your application must fulfill all the requirements noted on the application form. Only those applications that are complete and include the required **booth fee** will be considered. Your cheque, payable to "The Maker's Hand", will be processed only if your application is accepted. Deadline for applications is **Friday, March 17, 2018**
- Applications are considered by a committee of jurors. The committee not only looks for excellence of craft but also for mix of media and variety of products and price points
- We are a small show and we work to keep the show fresh and interesting each year to attract both new and old customers. Sometimes that means not accepting a previously selected applicant in a particular year
- To be selected for the given year, you must:
  - ✓ Be a fine artist, artisan or craftsperson whose work exhibits originality and technical excellence
  - ✓ **Exhibit only work created by you, the artist**
  - ✓ Offer for sale current and new work
  - ✓ Present a professional booth display; please note The Maker's Hand does not provide any draping, walls or booth furnishings
- There are mix of booth sizes -10' x 5', corner booths (10' x 5') and large booths (15' x 5') . Please specify your size and we will make every effort to accommodate your request.
- Upon acceptance by The Maker's Hand Selection Committee, you will be emailed The Maker's Hand contract. **Please make two (2) copies, sign both and return both by April 26, 2018.** Booth fees will be deposited by **April 28, 2018** and are not refundable without penalty
- NSF cheques – a \$50 fee will be charged for a returned NSF (non-sufficient funds) cheque
- Cancellation Conditions:
  1. Up to August 1<sup>st</sup> a \$100 cancellation fee will be deducted from the return of a booth fee if an appropriate replacement can be found
  2. Up to October 1<sup>st</sup> a \$200 cancellation fee will be deducted from the return of a booth fee if an appropriate replacement can be found.
  3. If an appropriate replacement cannot be found, the entire booth fee will be non-refundable
  4. After October 1<sup>st</sup> there will be no refund of the booth fee.

### **IF YOU ARE SELECTED, WE WILL:**

- ✓ List your name and two images of your work on our website with a link to your website
- ✓ List you in the show directory
- ✓ Make you a part of our intensive and targeted media campaign
- ✓ Provide you with an e-blast to be sent to your customers
- ✓ Provide you with the agreed upon booth space at the show
- ✓ Assist you with set-up, take-down and throughout the show

**WHEN SELECTED, YOU ARE:**

- ✓ **Expected to arrive and be fully set-up between the hours of 10am and 4:00pm on Thursday, November 1, 2017. PLEASE NOTE – there will be no exceptions to this deadline.**
- ✓ To be in attendance throughout the show
- ✓ To dismantle your booth immediately after the show closes and **vacate the hall by 6:00pm**
- ✓ Limit yourself to your assigned booth size; you cannot extend your booth into the aisles
- ✓ Not to insert nails, hooks, screws or tape into the walls or floors of the building
- ✓ Not to use any kind of open flame
- ✓ To use the electrical supply provided and to not exceed 375 watts
- ✓ Liable for any damage you cause to the building or to the property of other exhibitors
- ✓ Responsible for any storage you might need; there is NO storage on-site
- ✓ Expected to bring whatever lighting and extension cords you require
- ✓ Provide your own dolly
- ✓ Agreeing that The Maker’s Hand may use your photographs in its marketing and advertising material
- ✓ Link your website to ours

**SCHEDULE:**

Set-Up	Thursday, November 1	<b>starting at 10am and <u>completed by 4:00pm</u></b>
Show Times	Friday, November 2 Saturday, November 3 Sunday, November 4	9:30am – 6pm 9:30am – 6pm 9:30am – 4pm
Take-Down	Sunday, November 4	<b>4pm – 6pm</b>