



VISUAL ARTS MISSISSAUGA ART IN THE PARK

SUNDAY SEPTEMBER 15, 2019

Application Package

10 AM TO 4 PM FREE ADMISSION TO THE PUBLIC FREE PARKING RAIN OR SHINE

Visual Arts Mississauga (VAM) invites artists and artisans to participate in ART IN THE PARK 2019. This unique art fair allows artists the opportunity to exhibit and sell their work in the splendour of Riverwood and Visual Arts Mississauga’s Art Centre. Guests also enjoy talented local musicians throughout the day and select food vendors.

Exhibitor space is available indoors in the VAM Art Centre, the Historic MacEwan Barn as well as outside on the front lawn. Applications to exhibit are due by **June 21** (Note: applying as an exhibitor does not guarantee acceptance into ART IN THE PARK - applicants will be notified of their application status by June 28).

CONDITIONS OF ENTRY

- All works must be original to the participating artist and not assisted, imported, or manufactured by others. Any works deemed unoriginal to the artist will be removed from the sales area or the exhibiting artist will be asked to leave the art fair entirely.
- In order for an application to be considered complete, it must be submitted electronically to exhibits@visualartsmississauga.com and include a completed application form, images of work to be sold, a description of your booth’s display, a CV or artist’s bio. Payment will be required only if you have been accepted into the show.
- Applicants must submit up to five recent digital images that are examples of your work representing proposed pieces for sale at ART IN THE PARK.
Images should be as clear as they may be used for publicity purposes (JPG 300 dpi resolution is best). Works not represented on the images provided may not be sold at ART IN THE PARK (ie. In the case of applications listing paintings *and* jewelry, both must be present at event and vice versa in application photographs)
- Exhibitors must be present at their designated booth for the day or have it supervised. Under no circumstance is an exhibitor permitted to set up or dismantle during event hours of 10 am – 4 pm without the express consent of the Events Committee. This includes inclement weather delays. To ensure a smooth flow of operations and to be fair to all exhibitors, VAM will request that exhibitors arrive and leave at a designated time.
- Booth and table signage should be of a professional nature.
- All participants are responsible for their own cash and carry procedures and security of their cash boxes etc. Participating artists are more than welcome to use VAM’s existing Visa, MasterCard, or Interac system for a 10% administrative fee. The administrative fee covers the cost of card processing, staffing, banking fee, cheque issuance and postage. **One cheque will be reimbursed per booth** and will be processed within three weeks of the event date. Vendors may operate their own sales with systems such as Square as WiFi is available in the Art Centre. Unfortunately, WiFi is not available for the lawn or barn booths.
- It is up to the exhibitor to price their work. VAM advises that works should be priced clearly and to sell.
- Participants will not hold VAM responsible for breakage or damage of work or inclement weather conditions.
- Exhibitors are responsible for collection and submission of any applicable taxes on their work.
- **Entry fees are non-refundable including due to inclement weather or other conditions as this a rain or shine event.**

ENTRY FEES & PROCEDURES

Art Centre Booth	(Less than 100 sq. ft.)	\$145+ HST (\$145 + \$18.85 = \$163.85)
Barn Booth	(80-100 sq. ft.)	\$145 + HST (\$145 + \$18.85= \$163.85)
Lawn Booth	(10 ft. x 10 ft.)	\$130 + HST (\$130 + \$16.90 = \$146.90)

Payment will not be processed unless the exhibitor's application is successful – booths are allocated once applications have been reviewed and are processed in the order they were received. **Please note that prices include coverage of Special Event License fees required by the City of Mississauga as of May 2015.**

BOOTH INCLUSIONS & EQUIPMENT RENTALS

Each booth includes one table and a chair (6' table). Additional tables and chairs are available for rent but must be pre-ordered and cannot be requested on the day of the event. Easels, screens and folding chairs are the property of Visual Arts Mississauga and are in used condition. Exhibitors are most welcomed to bring their own furniture to use within their booth space and forfeit those supplied by VAM.

Lawn exhibitors are responsible for providing their own tent – sand bags or water bottles are required to weight the tent down. The lawn has an underground irrigation system so tent pegging is not permitted. Interior exhibitors are not required to have a booth cover; however if you have a full interior cage please let us know ahead of time in your booth description. Table cloths or covers are recommended to best present your work and are the responsibility of the exhibitor.

APPLICATION CHECK LIST & ENTRY DEADLINE

Deadline for application is **June 21 by 4 pm**. Completed exhibitor applications must include the following information:

- An accurately and clearly completed Application Form
- 3-5 very good images representing your work to be sold (JPG format and true to likeness of items)
- A CV or artist's bio in Word or electronically submitted through email
- A brief paragraph about what your booth will look like – please indicate if you have table top displays, would like to use our wall hanging system, will be bringing spot lights, you have a full cage for display, etc. This information will best allow the committee to determine the appropriateness of your booth placement.

Applications received that are missing any of the above pieces of information will be considered incomplete and won't be submitted to the committee for review. It is up to the applicant to ensure that their application is complete. Accepted applicants must submit full payment by July 5 at 4 pm.

IMAGE SPECIFICATIONS

Three to five images need to accompany your application (300 dpi is preferred). Images may be used for marketing of ART IN THE PARK, only if the applicant is an accepted vendor. Images should be clearly labeled with *artist's name, item name or title, and medium* for the committee's review.

SET UP AND TAKE DOWN PROCEDURES

Exhibitors accepted into ART IN THE PARK will receive specific information about set up and take down procedures. Exhibitors in the Art Centre and barn will have the opportunity to set up on Saturday September 14. Exhibitors on the lawn will set up from 8 – 9:30 am on Sunday September 15 only.

Exhibitors may use the roundabout at the front of the Art Centre for drop-off purposes only – no long-term parking please! Alternately, exhibitors may park in the main parking lot and transport works through the barrier-free MacEwan Terrace Garden pathway. Take down is from 4 – 5:00 pm. Take down before 4 pm is not acceptable.

PROMOTIONS & ADVERTISING

Visual Arts Mississauga reserves the right to use any participant's entry images as well as photos taken before, during and at take-down of the event for current and future promotions of ART IN THE PARK. VAM will promote the event through flyers, posters at various locations throughout the greater Mississauga area and beyond and will make use social media, print, television and radio publicity (where available). To make the event as successful as possible, VAM encourages all artists to extend invitations to their customer and contact lists as well. Artists are encouraged to distribute business cards and /or promotional items to visitors to ART IN THE PARK.

APPLICATION SUBMISSION

Visual Arts Mississauga C/O ART IN THE PARK 2019
4170 Riverwood Park Lane, Mississauga, ON L5C 2S7
P 905.277.4313 F 905.277.4340

Email: exhibits@visualartsmississauga.com

YES! I WANT TO PARTICIPATE IN VAM'S ART IN THE PARK 2019!

ARTIST'S NAME: _____

BUSINESS NAME, if applicable: _____

ADDRESS: _____

Unit – Street #

Street Name

City Prov. Postal Code

EMAIL: _____

PHONE: _____ ALTERNATE PHONE: _____

WEBSITE: _____ FACEBOOK: _____

ALTERNATE SOCIAL MEDIA: _____

Past participant in ART IN THE PARK (# of years _____) New participant

BEST DESCRIPTION OF ARTWORK (please check off all that apply)

Painting, medium: _____ Glass Jewellery Ceramics Photography Fibre

Sculpture, medium: _____ Other: _____

PLEASE CHECK () YOUR PREFERRED LOCATION & ANY ADDITIONAL EQUIPMENT YOU MAY REQUIRE (INCLUDES HST)

<input checked="" type="checkbox"/>	LOCATION	SIZE	SPECIFICATIONS	PRICE (INC. HST)	SUBTOTAL (INC. HST)
<input type="checkbox"/>	Art Centre Booth	Less than 100 square feet	<input type="checkbox"/> Wall space preferred	\$163.85	
<input type="checkbox"/>	Barn Booth	80 - 100 square feet	Display walls recommended	\$163.85	
<input type="checkbox"/>	Lawn	10' x 10'	Tent recommended	\$146.90	
<input type="checkbox"/>	Additional 6' table(s) at \$16.95 ea. (limited supply)			\$16.95	
<input type="checkbox"/>	Screens at \$5.65 ea. (limited supply)			\$5.65	
<input type="checkbox"/>	Easels (limited supply) Please note number of easels requested =			FREE	
<input type="checkbox"/>	Chairs (limited supply) Please note number of chairs requested =			FREE	
				TOTAL	

Please note Additional Equipment are limited and granted, as the items are available.

EXHIBITOR AGREEMENT

I, _____ hereby make application to be an exhibitor in ART IN THE PARK 2019 and agree to abide by the terms and conditions outlined by Visual Arts Mississauga. By signing this application, I forever discharge Visual Arts Mississauga and the City of Mississauga from all manner of action, suits, damages, claims and demands of the undersigned's property while in possession, supervision or while on exhibit at ART IN THE PARK 2019.

I warrant that works on exhibit will be solely produced by me as named on this application. I authorize VAM to use images submitted as well as any photographs taken for the purpose of publicity of the event. I realize that my name and contact information may be released to any potential customers or prospective clients.

SIGNATURE: _____ DATED: _____