

Madoc Canadian Heritage Music & Arts Festival June 19-20, 2010, Madoc, Ontario

2010 Information Letter

Our Mission

Our mission is to create a vibrant annual showcase for Canadian talent in Madoc, Ontario.

The Madoc Canadian Heritage Music and Arts Festival will take place in the Madoc Kiwanis Hall near the centre of town.

Eligibility & Rules for Artists and Craftspeople

There are a limited number of sheltered spaces available for artists and craftspeople in the Kiwanis Hall. Participants should bring everything they need to do business: waterproof tent (if exhibiting in the open), tables, chairs, shelves, displays etc. Electrical power is available in designated sheltered exhibitor areas.

Applicants must be residents of Canada, Canadian citizens, or landed immigrants.

All work must be designed/ created and executed/ produced by the artist or craftsperson and the artist or craftsperson must be present to sell their work during all four days of the Festival. **No agents or imported work.**

With the exception of furniture and limited samples, work on display must be for sale. Custom orders may be taken, but such sales should be secondary. This is primarily a 'cash and carry' event.

No "mark-downs" or "seconds" are permitted, especially on the last day of the Festival.

If you have a retail outlet, your pricing at the Festival must match, or be lower than, the prices available at your retail outlet.

Photographs (as fine art) must be taken by the artist, and printed or processed under the artist's supervision.

All government regulations regarding health, safety, and labeling must be met. (For example: plastic eyes on toys must be anchored firmly through the fabric, not just applied with glue, etc.)

Makers of garments or other textile items must specify their process, where the item is made, and the level of their individual involvement in each step of its creation.

Preference will be given to products that are primarily handmade. The Festival does not invite product that is purchased in bulk and repackaged with minimal or no enhancement by the exhibitor.

Exhibitor Hours

Saturday, June 19	10 am – 10 pm
Sunday, June 20	11 am – 10 pm

Exhibitor Set Up

Friday, June 18	1pm – 5 pm
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Exhibitors are required to exhibit during all scheduled hours on all four days of the Festival.

Early break-down or closing of an exhibitor's booth on any day of the Festival is not permitted and exhibitors failing to observe this requirement may not be eligible to participate in future Festivals.

Exhibitor Registration

- set-up will occur between 1 pm – 5 pm on Friday, June 18, 2010
- photo ID is required
- there is no commission on exhibitor sales

Booth Space

Unless otherwise arranged booth space in the Kiwanis Hall is assigned by the Festival on a "first-come, first-served basis"

Booth Set-up

- The basic fee for a standard 10' x 10' booth space is \$25 total for the 2 day Festival. This minimal fee has been maintained thanks in part to the support

of the Madoc Chamber of Commerce. Artists will *not* be provided with a standard booth set-up: only a 10' x 10' space.

- The basic fee is for booth space *only*. Booth table, furnishings and set-up are not included. Electrical power is available to booths in designated areas, but electricity is supplied at additional cost.
- Booth assignments are made at the discretion of the Festival. Please notify the Festival in advance of any Special Needs for a particular booth location.

Exhibitor Facilities

- Electricity will be available to exhibitors in designated areas for a small fee
- Exhibitors are responsible for collecting any applicable sales taxes
- Exhibitors are responsible for establishing their own merchant accounts with Visa, MasterCard, American Express, etc.

Food and Refreshments

There will be food vendors on the premises. Alcohol is not permitted.

No Smoking

All buildings and exhibit areas are smoke-free.

Parking and Security

Parking for exhibitor vehicles is the responsibility of the exhibitor. Overnight security for the Kiwanis Hall and contents is provided on Friday and Saturday night.

APPLICATION CHECKLIST

- Completed and signed Application form.
- Non-refundable application fee payable to MCHM&A Festival.
(\$25 per 10'x 10' space)
- Four snap shot sized photo prints of your work, each labeled with your name and address.
- If available, one photograph of booth set-up, with artist name on back.
- S.A.S.E. (self addressed stamped envelope) with appropriate postage for return of pictures if required.

Please mail completed Application (next page), cheque and ALL materials to:

**Anndreyea T Kylo, Festival Art Director
330 Glen Allen Park Rd., Marmora, ON K0K 2M0**

Tel: (613) 490-6000 Fax: (613) 490-6000

Email: info@madocfestival.com

2010 MADOC CANADIAN HERITAGE MUSIC & ARTS FESTIVAL APPLICATION FORM

Date: _____

Name: _____

Street Address: _____

City/Prov/Postal Code: _____

Phone Numbers: _____

Email: _____

Description of
Work: _____

Medium(s) of work: _____

Brief Artist Bio: _____

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- ❖ Please submit with your application the full amount for booth fees (\$25 per 10'x10' space).
 - ❖ Make cheques payable to: MCHM&A Festival.
 - ❖ Include or Email four snapshot-sized photo prints of your work, each labelled with your name and address.

Signature: _____

**Please mail completed Application form, cheque and ALL materials to:
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