

### **Payment Method**

We have updated our payment options to include: cheque, credit card, visa debit, debit and cash. Payment by cheque, must be attached to your application; other payments options, can be actioned once confirmation email is received.

### **Fees**

Fees for an exhibition lot are non-refundable. Exhibitors shall not sublet any or all of their exhibit space without permission of the City of Pickering. **Cost for student visual artists is free.**

### **Applications & Submission Requirements**

Applications must be received by **Thursday, April 19, 2018**. Applications must include 4 x 6 photos (minimum of 3, maximum of 5) that will present examples of items that will be at your booth. Photos will not be returned. Applications without photos will not be considered.

- To submit your application via email, please email, [events@pickering.ca](mailto:events@pickering.ca)
- For our online application, please visit, [pickering.ca/artfest](http://pickering.ca/artfest)

### **Selection of Exhibitors**

- Only applications that include photos and meet the regulations for visual artists will be considered.
- A selection committee will make the final decisions, to ensure a wide variety of art forms are represented.
- Only applicants selected to participate will be notified; spaces are limited.

### **Exhibit Space**

New this year – Premium lots!

**Premium lots** are located in the courtyard, and are equipped with one each of: 6 foot table, 10'x10' tent and chair. There are only 10 premium lots available – first come, first served.

**Standard Lots** are available in the grass area are 10'x10'. Vendors are responsible to bring what they need to display their works (i.e. tent, table, chairs, backdrop). Tables and chairs will not be provided. Vendors will set-up in their designated space only, and refrain from infringing on the perimeter, or walkways adjacent to their space.

### **Numbered Prints**

Numbered prints must be displayed with the original work.

### **Exhibitor Responsibilities**

Vendor Permit Insurance and HST is the responsibility of the exhibitor. The exhibitor is also responsible for any loss due to theft, water damage, fire or any other damage incurred to the exhibitor's works while participating in Artfest on the Esplanade. The City of Pickering will not be held liable.

**Parking**

Parking for artists is located at the back of the Pickering Recreation Complex (Diefenbaker Court). Artists will be given a temporary pass to unload their equipment at the event.

**Timetable**

9:00 am - 10:00 am

**Set up**

Please park vehicles for unloading only on Esplanade South  
Park vehicles in the back of the Pickering Recreation Complex  
Return to Esplanade Park to set up

11:00 am - 5:00 pm

**Exhibiting Time** - No vehicular traffic permitted in park at this time

5:00 pm - 6:30 pm

**Striking** - All exhibits to be removed from the park at this time.

**Weather**

This is an outdoor, rain or shine event; please come prepared for inclement weather.

**Exclusions and Removal of Objects**

No manufactured or Non-Canadian items are allowed. The exhibitor agrees to remove from display and sale, all items deemed objectionable. The City of Pickering reserves the right to change the location of exhibit space, should the need arise.

**Hydro**

Unfortunately Hydro is not available. The use of generators is also not permitted without the approval of the City of Pickering.

**Please be advised that alcoholic beverages are not permitted in the park.**

**We encourage exhibitors to leave their pets at home.**