

## Exhibitor Policy

### The following policy changes will be continued for 2020:

1. FOR RETURNING ARTISTS: Your completed online Registration with online payment or mailed payment must be submitted between August 01, 2019 and the November 15, 2019 deadline and all payments will be registered by the postmark date. Any returning entries received after November 15, 2019 will be held in order of receipt until the New Artist Applications have been juried. Requests for additional booth space emailed to [pelhamartfest@gmail.com](mailto:pelhamartfest@gmail.com) will be held on a wait list until the New Artist Applications have been juried. Entries of Returning Artists, who participated in past Festivals, including those not participating in the last year, will be held on a waiting list in order of receipt until the New Artist Applications have been juried.
2. FOR NEW ARTISTS: Your completed online Application, the Jury submission, and mailed or e-transfer payment **for your single booth** only must be submitted by the January 15, 2020 deadline. Your application will be registered by the postmark date. Application after the deadline will not be accepted.
3. After January 15, 2020, Returning Artists who did not submit their forms and payments by November 15, 2019 will be accepted into the show provided there is available space. Once the booths are filled, a wait list will be created and artists will be called when an opening for their art is available.
4. Returning Artist Registration payment can be made online or by mail to the Pelham Art Festival Registrar Committee, Box 1191, Fonthill ON L0S 1E0. New Artist Application payment can also be made online or by mail to the Pelham Art Festival Registrar Committee, Box 1191, Fonthill ON L0S 1E0.
5. Double, Corner, and 3 Panel Extended booths vs. Single booths: Although there is a growing demand for additional booth space, in reality there are a limited number of booth spaces. The 2020 Festival Committee reserves the right to jury all artists who have and are requesting additional booth space to assess the applicant's need for displaying their work in an additional space. Given the wish to include as many artists as possible for the 2020 Festival, we ask that artists who have had Double, Corner, and 3 Panel Extended booths for many years please consider whether a Single Booth may meet their needs.  
**NB:** Double, Corner, and 3 Panel Extended Booths are not available to New Artist Applicants. Double, Corner, or 3 Panel Extended Booths are available to Returning Artists if you were previously approved for a Double, Corner, or 3 Panel Extended Booth.  
To request additional booth space or location change, please email the Artist Registrar Committee at [pelhamartfest@gmail.com](mailto:pelhamartfest@gmail.com).
6. Since the Festival is a fundraising event, the Festival Committee reserves the right to jury Returning Artists who consistently experience little to no sales to offer opportunity for New Artists to display and sell their work. In such an event, the request to return will be held on a wait list in order of receipt after the New Artist Applications have been juried on January 15, 2020.
7. The Pelham Art Festival requires that 80% of the artwork on display be original and 20% may be reproductions such as giclée or limited-edition prints. The artist warrants that the work being shown is the artist's own work and shall not infringe or violate any copyright law. Artists are welcome to replace original art or prints on display as needed. To keep the booths current, your original artworks should have been completed within the last three years.
8. A 15% Commission on Total Sales (excluding taxes) in cash or by cheque is accepted at the conclusion of the show at 5:00 PM on Sunday. If an artwork is sold after the show as a result of contact made with the buyer at the show, the Festival Committee requests the 15% commission be forwarded to the Treasurer.
9. If an artist wishes to cancel their application for any reason, the Pelham Art Festival requires written notification on or before April 15, 2020 so a full refund can be made to you. If the request for cancellation is made less than three weeks before the show every effort will be made to fill the space with an artist from the wait list and a refund will be issued to you if the booth can be filled.

## Guidelines for Booth Set Up

- Artists will follow the signs to park near the large North Loading doors on Friday. Come in to pick up your welcome package to locate your booth. Once you have unloaded your art and supplies, we ask that you immediately park your car elsewhere in the parking lot so others can access the doors. A volunteer will be available to answer your questions.
- Booths are assigned by Festival Staff. You will be provided with Pelham Art Festival label tags for your artwork; Artist name badges; Assistant name badges; and Artist name and booth number signage. A special tag to identify your Our Planet, Our Future art will also be enclosed. If you wish, you may choose to print Artwork label tags on business card sheets in advance by emailing [pelhamartfest@gmail.com](mailto:pelhamartfest@gmail.com).
- Artists will be provided with two pegboard panels 8' wide by 6' high hanging horizontally for an 8' x 8' single booth. An extended booth consists of three 8' wide panels and a double booth consists of four 8' wide panels for a 16' wide booth. Display racks for cards and other art, portfolios for unframed work, and floor easels must be professional in appearance and fit within your space. Sculptors and artisans bring their own display bases and cases to fit within their booth. Exhibitors are asked to ensure that displays do not obstruct the general view of neighbouring exhibitors or obstruct aisles due to fire regulations.
- Please feel free to include your own small table and a comfortable chair and/or area carpet. Please respect your neighbour's space by ensuring that seating remains within your area.
- Your own professional artist name signs are restricted to a size up to 16" x 20".
- Every artist is to provide lighting for their own booth. The arena overhead lights will be turned down on Friday Opening Night, but may be off or set to dim on Saturday/Sunday during the show. Entry hallways will be lit. Central electrical panels will be set up for you so please bring a 100' 3 prong extension cord to access the central electrical panel and a stepladder to place lights on your boards. Please refrain from drilling holes directly into pegboards when hanging lighting to help preserve the boards for future use, and please remove tape, sticky tack, staples, etc., from your booth boards at the end of the show. The Meridian Community Centre requires all artists to use only LED bulbs to light their booths, so artists cannot be admitted without LED lighting. A maximum of 125 LED watts is suggested. Artists are asked to have their booth lighting set up by 4.00 pm for the Town Electrical Inspection and balancing.
- Please be considerate of your artist neighbours and the booth walls you share with them as you install your lighting system. More information about lighting suggestions are available for download in the [pelhamartfestival.com](http://pelhamartfestival.com) Menu – Artists-Exhibitor Information-Booth Info 2020.
- Please note that the booth pegboard panels are ¼" thick and the holes ¼" in diameter, requiring ¼" pegboard hooks. "S" hooks may also be used. Hooks may be available at your local hardware stores. Pegboard panel hook examples may be seen in the [pelhamartfestival.com](http://pelhamartfestival.com) Menu – Artists-Exhibitor Information-Booth Info 2020.
- Artists are required to be on site throughout the opening hours of the show.
- Please be aware that the arena tends to be quite cool due to the combined arena cooling system.
- The Pelham Art Festival Committee reserves the right to ask that artists and guests comply with safety and general show function. Artists are asked to conduct themselves in a professional manner and follow all rules and regulations outlined in the contract and other literature.
- Professional Security is provided overnight on Friday and on Saturday evening and overnight. All liability is the responsibility of the exhibitor. The Pelham Art Festival Inc assumes no responsibility for loss or damage to any property of the exhibitor. Artists are responsible for arranging for their own insurance if they wish, for their Art.
- Any space not claimed and occupied for which no special arrangements have been made prior to 4.00 pm Friday, May 8, 2020 may be resold or reassigned by show management without obligation on the part of the Pelham Art Festival INC to reimburse the exhibitor.
- No exhibitor may sublet any portion of his or her booth space to another artist.
- Please refrain from using sound effects in your booth.
- Work created from assembly kits or manufactured items will not be considered nor allowed on display.