

10th Annual Ottawa Glass Bead and Jewellery Show

Venue:

RA Centre
2451 Riverside Dr
Ottawa, Ontario

Show Hours: Saturday, October 14, 2017 10am - 5pm
Sunday, October 15, 2017 10am - 5pm
Set-up: Friday, October 13 2017 6pm – 9 pm (I will confirm this time closer to the date)
Take down: Sunday, October 15, 2017 5pm - 7pm

Exhibitor Application

First Name: _____ Last Name: _____

Badge Names: 1) _____ 2) _____

Business/Company/Organization: _____

Address: _____

Town/City: _____ Province/State: _____ Postal Code: _____

E-mail: _____ Website: _____

Telephone: (_____) _____ Fax: (_____) _____

Products to be sold: _____

Application Deadlines:

- Early entry status will be granted to all 2016 exhibitors in good standing and to artists invited by the organizers to participate. Please submit completed application and fees by June 15th, 2017. All remaining spaces will be considered open - effective June 16th, 2017.
- Note – This is a juried show - new exhibitors must submit three photographs of their work with their application. (Returning artists will also be asked to submit photos to be used in promotional material for the show.)

Definitions:

1. **Artist:** Exhibitor whose work is being sold. Must be present at the show.
2. **Commercial vendor:** Exhibitors selling items complementing the work of artists. Commercial vendors may only sell products that the organizers do not consider as competition to the show's

bead artists. Vendors will be asked to remove any other products and failure to comply could result in exclusion from future shows.

Terms and Conditions:

1. The exhibitor agrees to sell only those products listed in their application and which are accepted by the show organizers.
2. First-time artist exhibitors are limited to a maximum of one full table. Other artists and commercial vendors may request up to three tables.
3. Vendors may not extend in any direction beyond their assigned space or use another vendor's unused space without the prior approval of the show organizer. Vendors infringing on the space of their neighbours will be asked to remove excess displays.
4. One electrical outlet is provided for each booth to a maximum of 200 watts/vendor.
5. Exhibitors will supply their own floor-length table coverings. These can be ordered for a minimal fee by contacting the show organizer in advance.
6. All exhibit space is to be kept neat, tidy and clean at all times during the show.
7. The exhibit space is to be manned at all times during show hours (artists must be present). If you are alone, you will have access to volunteers to man your table for short absences.
8. All exhibitors should be prepared to unload and pack up their merchandise. As set-up time may be limited, some volunteers will be on site to help exhibitors move their merchandise to assigned booths.
9. Vendors are reminded to secure their merchandise while in transit, during set-up and on the show floor. The room will be locked overnight.
10. All exhibitors will act in a courteous and professional manner at all times.
11. Exhibitors will keep their display completely set up until the show closes on Sunday at 5pm.
- 12. Please Note that the RA centre is a non-smoking property. Smoking on the premises will not be tolerated.**

Liabilities:

13. GSS Flameworking has a blanket insurance policy covering the OGBS, which will be adequate coverage in most circumstances. That said, our insurance company does still recommend that each seller/instructor carry their own liability insurance (check with your company, but normally it is \$2 million Commercial General Liability).
14. All exhibitors accepted into the show release and hold harmless the organizer (GSS Flameworking) and their employees and agents and the RA Centre from any liability for losses or damages resulting from this event.
15. Each vendor is responsible for collecting all applicable taxes. If you are uncertain of your status, contact the Ontario Ministry of Finance at 1-888-565-6433, <http://www.fin.gov.on.ca/> and the Ontario Ministry of Revenue at 1-866-668-8297, <http://www.rev.gov.on.ca/en/tax/>.

Cancellation Policy:

16. Exhibitors cancelling 30 days or less before the show are subject to a penalty of 50% of their space fee. Exhibitors cancelling 15 days or less before the show will forfeit their space fee.

2017 Fee Schedule Per Table

	Bead Artist	Bead Artist – Half Table	Commercial Vendor**
Table* Price – 2 days; 1 electrical outlet	\$250.00+(32.50 HST)	\$150.00+(19.50 HST)	\$300.00+(39.00 HST)
Requested number of tables			
Table coverings	Contact organizer for price	Contact organizer for price	Contact organizer for price
Number of coverings required			
TOTAL:			

Please note: There will be no central pay system. Many vendors are using Square. Please explore this option if you required central pay.

* Tables are 8x2.5 ft and include one electrical outlet per vendor able to accommodate 200 watts

** Please note that this show has a limited number of commercial vendors. Production made jewellery and imported lampwork beads are NOT allowed to be sold at this show.

Application Deadlines and Method of Payment:

For early entry applicants, please submit your completed application form with full payment by June 15th, 2017. Applications from new exhibitors (submitted with full payment) will be processed after this date. E-mail applications should be sent to info@ottawaglassbeadartists.com.

Payment can be made by cheque, money order, credit card (by phone only), or cash (in person only). Cheques and money orders should be made payable to:

GSS Flameworking
C-911 Richmond Rd
Ottawa, ON K2A 0G8

Receipts will be e-mailed upon acceptance into the 2017 Show. NSF cheques will be subject to a \$35.00 administration fee. For questions or additional information contact Grace, Frances, Laura or Kevin at (613) 230-4414 or visit the show website at www.OttawaGlassBeadArtists.com.

By signing and submitting this application, Exhibitors agree to the above terms and conditions and confirm that the information above and attached pictures may be used in show promotional material.

Exhibitor Signature: _____ Date: _____