

EXHIBITOR MANUAL

MAY 31 - JUNE 1 - JUNE 2

Friday 5-7pm (Collectors' Preview) |
Saturday 10-4pm | Sunday 10-4pm



LOCATION

Kelowna Curling Club
551 Recreation Avenue
Kelowna BC, V1Y 7V5
Phone: 250-762-3112
Email: events@kelownacurling.com

DATES & TIMES

FRIDAY MAY 31- COLLECTORS PREVIEW

5:00pm – 7:00pm | This is an opportunity for you to invite any special guests for exclusive access to view & purchase the art, meet the artists and enjoy wine & appetizers!

SATURDAY, JUNE 1 – OPEN TO PUBLIC

10:00am – 4:00pm

SUNDAY JUNE 2 – OPEN TO PUBLIC

11:00am – 4:00pm

FEES (ALL BOOTHS INCLUDE POWER)

- 20X10 black pipe & drape booth with power (\$350 + tax)
- 10X10 black pipe & drape booth with power (\$210 + tax)

If you are a returning artist please contact us for a discounted rate!

APPLICATION DEADLINE

April 1, 2019

EXHIBIT CATEGORIES

- Photography
- Glass
- Clothing
- Textile Art
- Jewelry
- Fibre Artists
- Painting
- Ceramics
- Live art
- Live Music
- Print Making
- Drawing & sketching
- Graffiti

BOOTHS

All booths include the following:

- 2 X staff admission
- Assigned booth with 8' high pipe and drape backing and 3' high pipe and drape dividing each booth.
- The floor is smooth concrete. Please inquire about getting the proper tape if you wish to bring your own carpet.
- Artists will be responsible for providing their own tables and chairs. If you do not have any you are able to rent some from the Kelowna Curling Club at an additional cost (chairs - \$5 & tables - \$10). Please indicate in your application if you are needing any tables and chairs – This can be changed closer to the date.
- Power is provided in all the booths.
- No tents, canopy's or anything that is used to cover your booth is not permitted. This is enforced by the fire inspector.
- Event staff must be made aware of any heating elements in your booth. Advanced notice is needed in order to have any sort of heating element or open flame approved by the fire inspector.
- Any water or wet materials must have a plastic protective sheet under it. Any damage done to the flooring will be the responsibility of the exhibitor.

ART GUIDELINES

- Work must be handmade and made locally by the artists attending the show
- Artists are responsible for their display areas, including setup and take down.

LOADING IN

Load in times will be communicated before the event. Booths will be ready upon arrival on the day of event.

LOADING OUT

Load out times will be communicated before the event.

SECURITY

The Kelowna Curling Club is not responsible for any lost, stolen or damaged items during the exhibition. We recommend having 1 person at the booth at all times. The curling club will be armed at night.

WIFI

Guest wifi will be provided under 'Kelowna Curling Club – guest'. The Kelowna Curling Club can not guarantee the strength of the wifi signal.

PARKING

Parking will be available in the front of the building and on the streets free of charge. Please do not park behind the building as that area will be used for loading in and loading out.

REGISTRATION BOOTH

Registration booth will be at the front entrance upon arrival. We will supply your booth number and name tag.

IMAGES TO BE INCLUDED IN APPLICATION

Your application should be submitted along with 5 pictures of your work and 1 image of a booth setup with your work. All images should represent what you want to showcase at the show and you should show work that is relevant to the category in which you intend to exhibit.

IMAGE CRITERIA

- Uploaded in jpg, jpeg or png format
- Minimum of 150 dpi
- 2mb or less
- Properly named (firstname_lastname_1 - firstname_lastname_6)

Please make sure you are including images that are easy to see and give a good idea of what we can expect to see at the show. If you do not have any pictures of a previous booth you can set up a mock booth and take a picture of that.

BUSINESS LICENCES

Kelowna Curling Club will be providing a licence for all vendors to sell their artwork.

EXHIBIT ARRANGEMENTS & EXPECTATIONS

Exhibitor may not attach displays to any existing structures in the arena including pipe and drape unless approved by event staff. Please come prepared to showcase your work. Any use of tape on the floor must be passed by the Kelowna Curling Club. No exhibitor shall permit the exposure of any unfinished surface to neighbouring booths. Booths must remain uncovered (no tents, canopies etc.). No open flames are allowed in the booth unless permission is given in writing by the Kelowna Curling Club and a fire inspector.

EVENT MANAGEMENT LIABILITY & EXHIBITORS INSURANCE

The exhibitor agrees that the exhibit is entirely at his or her own risk, including theft, personal injury, property damage, lack of anticipated sales or inventory damage due to weather or any other cause. The exhibitor is encouraged to carry his or her own liability insurance, and will not be covered under The Kelowna Curling Club.

ASSIGNMENT OF EXHIBIT SPACE

Exhibit space will be allocated by event staff. Discover reserves the right to relocate exhibits which may be affected by a change in the floor plan, or in the interests of optimum traffic control and exhibit exposure. Event management will not be held responsible if competitive exhibitors are adjacent or opposite each other, but if possible, efforts will be made to allocate space on a fair basis to all exhibitors.

CANCELATION POLICY

- Cancellations must be requested in writing no later than 30 days before the event
- If cancellation occurs more than 30 days before the event, a full refund will be given minus a \$20 admin fee.
- If a cancellation occurs within 30 days of the event, Discover has the right to keep your full submission payment.

PAYMENT

- Artists are expected to pay the full amount upon acceptance. If payment isn't received within 5 days of acceptance, your position will be forfeited to the next vendor.
- Payment methods include:
 - Cheque
 - Cash
 - Visa and Mastercard
 - Debit

You may make payment through the Kelowna Curling Club. Feel free to give us a call at 250-762-3112 or come on down to see us Monday – Friday 9-5 Saturday – Sunday 11-3.

Have any questions?

Brooke Dornan

Events Manager

250-762-3112

events@kelownacurling.com