

Handmade

NEILSON PARK CREATIVE CENTRE  
**CREATIVE  
FESTIVAL**

**NPCC's Creative Festival  
Handmade Vendor Application Form  
Saturday, July 13, 2024,  
10 am – 4 pm**

**Featuring Art and Craft Vendors, Plein-Air Competition,  
Live Music, Workshops, and more!**

**Application Deadline is Monday, June 10, 2024**

***Important Dates and Time***

Sale Date: Saturday, July 13, 2024 from 10 am to 4 pm

Vendor Application Deadline: Monday, June 10, 2024

Vendor Notifications: Emailed on Monday, June 17, 2024

Payment Due: Friday, June 28, 2024

Set Up Dates and Times: Saturday, July 13, 2024 from 8 am to 9:45 am

Tear Down Time: Saturday, July 13 from 4 pm to 5 pm

Neilson Park Creative Centre  
56 Neilson Drive, Etobicoke, ON M9C 1V7, 416-622-5294

[www.neilsonparkcreativecentre.com](http://www.neilsonparkcreativecentre.com)

@NPCCArts



## ***About Us***

Neilson Park Creative Centre (NPCC) is a charitable organization that serves the diverse landscape of Toronto through partnerships, outreach initiatives and community engagement.

As an arts hub in Western Toronto, NPCC serves the community by offering arts based classes, workshop, drop-ins, open studios, events and exhibitions within and outside its facilities.

Established in 1992, NPCC is home to six Resident Groups: Calligraphic Arts Guild of Toronto, Etobicoke Handweavers and Spinners, Etobicoke Art Group, Etobicoke Quilters' Guild, Etobicoke Rugcrafters and Humber Valley Art Club.

### ***NPCC's Creative Festival***

The Neilson Park Creative Festival is an indoor/outdoor event in Neilson Park. The festival features art and fine craft vendors, live music, a plein-air competition and kids' workshops on Saturday, July 13 from 10 am to 4pm. Admission is free to visitors.

We are looking for artists and artisans who create and produce their own art work such as paintings, sculptures, rug crafting, calligraphy, fibre art and quilted items, jewellery, stained glass, wood carvings, pottery, and other arts and crafts.

- Vendors have a choice of location for their booths:
  - Outdoors in Neilson Park in a 10' x 10' canopy tent space
  - or
  - Indoors in Neilson Park Creative Centre at a table
- This is a juried sale where we look for vendors with high quality handmade products. All vendors are selected by NPCC's Creative Festival Committee.
- The vendor must be the producer of the products sold. Mass produced and manufactured items will not be accepted.
- Vendors may only display and sell the products approved by NPCC Creative Festival Committee.
- Application entries are selected by the NPCC Creative Festival committee. The committee's decisions are final.
- The application will be considered for jurying by the committee when we receive your completed application form and images. Notification of acceptance or not into the sale will be emailed on Monday, June 17, 2024. If you are accepted you have until Friday, June 28, 2024 to make your payment.
- This is an indoor/outdoor event – Rain or Shine! No refunds for inclement weather.

## ***Booth Options – Outdoors or Indoors***

### ***Outdoors Booth Option***

*NPCC Member Canopy Tent Fee* (a benefit of a NPCC membership is reduced entry fees)

- one 10' x 10' canopy tent \$85 (\$96.05 with HST).

*Non-NPCC Member Canopy Tent Fee*

- one 10' x 10' canopy tent \$110 (\$124.30 with HST)

### ***Important Information***

- This is an indoor/outdoor event – Rain or Shine! No refunds for inclement weather.
- 10' x 10' canopy tent is included in payment. The tent will be set up by NPCC.
- NPCC will not provide tables or chairs.
- There is no access to electricity outside.
- Vendors supply their own tables, chairs, booth décor, products to sell.
- There is a limited number of accessible booth spots, please contact NPCC for availability.

### ***NPCC Provides***

- One 10' x 10' canopy tent set up outdoors in Neilson Park. The canopy tent will also be dismantled by NPCC staff. Canopy tent placement is assigned by NPCC.
- Accessibility to washrooms are inside the centre at NPCC.
- Advertising in local newspaper and listings of the sale on event websites.
- Listing of your booth on our website, with links to your social media and website.
- Digital postcards for vendors to advertise to their customers.
- Posts about each vendor on our social media channels @NPCCarts on Facebook and Instagram using images submitted by vendors.

### ***Vendor Responsibilities***

- Provide tables, chairs and booth décor.
- Set up and take down of their product.
- Handmade products for sale.
- Vendors staff their booths at all times.
- Process their own payments. Have a cash float and/or a Point of Sale Terminal.
- Cell data packages to process sales through Point of Sales Terminals.
- Advertise participation in NPCC's Creative Festival through their social media, emails blasts, advertising.
- Follow us @NPCCarts on Facebook and Instagram.

## **Indoors Booth Option**

*Please note: Noise levels may be high in the centre, if musicians are performing in the gallery due to inclement weather.*

*NPCC Member Table Fee* (a benefit of a NPCC membership is reduced entry fees)

- an eight foot table with two chairs \$85 plus HST (with HST \$96.05)

*Non-NPCC Member Table Fee*

- an eight foot table with two chairs \$110 plus HST (with HST \$124.30)

## **Important Information**

- This is an indoor/outdoor event – Rain or Shine! No refunds for inclement weather.
- An eight foot table and two chairs are included in payment. The table will be set up by NPCC.
- Vendors supply their own booth décor and products to sell.
- There is a limited number of accessible table spots, please contact NPCC for availability.

## **NPCC Provides**

- A fully accessible facility.
- Rental of an eight-foot table, plus two chairs in a studio in Neilson Park Creative Centre. Studio and table placement are assigned by the Creative Festival committee.
- Advertising and listings of the sale on event websites.
- Listing of your booth on our website, with links to your social media and website.
- Digital postcards for vendors to advertise to their customers.
- Posts about each vendor on our social media channels @NPCCarts on Facebook and Instagram using images submitted by vendors.

## **Vendor Responsibilities**

- Provide booth décor such as table coverings
- Extension cords for lights, etc. (if access to power outlet has been requested and approved).
- Set up and take down of their product.
- Handmade products for sale.
- Scented products need to be wrapped, as NPCC is a scent-free facility.
- Vendors staff their booths at all times.
- Process their own payments. Have a cash float and/or a Point of Sale Terminal.
- Cell data packages to process sales through Point of Sales Terminals.
- Advertise participation in NPCC's Creative Festival through their social media, emails blasts, advertising.
- Follow us @NPCCarts on Facebook and Instagram.

# NPCC's Creative Festival VENDOR APPLICATION FORM Rules and Regulations

*Please retain these Rules and Regulations for your files.*

## **SALE DATE AND TIME**

Saturday, July 13, 2024 from 10 a.m. to 4 p.m.

## **SET UP AND DISMANTLE TIMES**

- Saturday, July 13 from 8 a.m. to 9:45 a.m.
- The event runs from 10:00 am to 4:00 pm on Saturday, July 13, 2024.
- Please complete the set up of your booth space by 9:45 a.m. on Saturday, July 13.
- Tear down is on Saturday, July 13 from 4 pm to 5 pm. Please do not take down before 4 pm.

## **CANCELLATION AND NSF CHEQUE POLICY**

- Refunds will not be issued to accepted vendors if the event runs. There will be a \$25 charge for all NSF cheques.

## **APPLICATION DEADLINE**

- The application deadline is Monday, June 10, 2024. Notification of acceptance or denial into the event will be emailed on Monday, June 17, 2024.

## **MAILING APPLICATION INFORMATION**

- E-Mail to [coryt@neilsonparkcreativecentre.com](mailto:coryt@neilsonparkcreativecentre.com) or deliver the application form and digital images **by no later than Monday, June 10 2023**.
- Mailing address: Neilson Park Creative Centre, 56 Neilson Drive, Etobicoke, ON M9C 1V7

## **PAYMENT OF BOOTH SPACE**

- Notification of acceptance or not into the sale will be emailed on Monday, June 17, 2024.
- Payment is due on Friday, June 28, 2024, If you're application is accepted into the Creative Festival.
- If payment is not received by June 28, your booth space will be assigned to a vendor on the wait list.

## **LOADING & UNLOADING**

- Vendors must provide their own dollies.
- You may unload at the front of the parking lot **but you must move your vehicle immediately after unloading.**

## **PARKING**

After unloading on the morning of Saturday, July 13, vendors must move their vehicles off site of Neilson Park Creative Centre. **Please leave the parking lot areas for your customers!**

## **BOOTH DISPLAYS**

- All displays and back-drops must be free-standing, within the booth boundaries and not attached to any Neilson Park Creative Centre property.
- Exhibitors are responsible for providing their own tables, chairs, display items and table coverings.

# NPCC's Creative Festival VENDOR APPLICATION FORM Rules and Regulations

## **EXHIBITOR SPACE ASSIGNMENTS**

- NPCC has final approval on all booth configurations.
- Vendors must not protrude beyond their allotted space,
- Vendors must not obstruct a clear view of neighbouring booths.
- All booths will be identified with vendor names

## **PROCESSING OF SALES**

All vendors are responsible for processing their own customer payments and arranging for their own cell data packages to process their payments.

## **SECURITY AND SAFETY**

Vendors will assume all responsibility for compliance with the city fire, safety and health ordinances regarding installation and the operation of their exhibits.

## **LIABILITY**

Neilson Park Creative Centre (NPCC) shall not under any circumstances whatsoever be liable or responsible for any loss, damage, theft or destruction caused to any goods, equipment, or any other property belonging to the vendor or for which the vendor is responsible, and any damage or injury suffered by vendors or their agents or by any other person, any loss, damage, expense or cost whatsoever suffered by the vendor or reason of any change in date, time or place of exhibition or the abandonment thereof.

The vendor shall be liable for all loss, damage, injury, claim costs, and expenses whatsoever or whosoever caused to any person or property in machinery and other property belonging to the vendor for which the vendor is responsible and the vendor hereby agrees to indemnify NPCC in respect of any such loss, damage, injury, claims, costs, and expenses as aforesaid.

Since vendors exhibit entirely at their own risk, they are strongly advised to cover against the risk of loss or damage caused to their property or person. If NPCC should be prevented from holding the sale by any cause beyond its control due to circumstances beyond its control including, but not limited to, strike, fire, civil disobedience, inclement weather, lockouts, 'acts of God', then NPCC shall in no way whatsoever be liable to the vendor.

## **CODE OF CONDUCT**

All vendors agree to abide the NPCC Code of Conduct. See [www.neilsonparkcreativecentre.com](http://www.neilsonparkcreativecentre.com)

## **GENERAL**

All matters and questions not covered by these Rules and Regulations are subject to the decision of the NPCC. In addition, NPCC shall have full discretion in the interpretation and enforcement of all rules contained herein and the authority to make further amendments to the above with respect to conduct of and participation in the show as it shall consider necessary for the proper presentation of the show. The vendor agrees to abide by all decisions of NPCC and further agrees to cease any activity that NPCC deems to be a violation of the terms and to follow the directives of NPCC. For a full list of NPCC's health and safety measure see our website at [www.neilsonparkcreativecentre.com](http://www.neilsonparkcreativecentre.com)

Contact: [coryt@neilsonparkcreativecentre.com](mailto:coryt@neilsonparkcreativecentre.com)

# NPCC'S CREATIVE FESTIVAL HANDMADE VENDOR APPLICATION FORM

First and Last Name \_\_\_\_\_

Booth Name \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Twitter \_\_\_\_\_

Please provide a brief description of your work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes, up to 5 digital images in .jpg files are emailed to coryt@neilsonparkcreativecentre.com

## EXHIBITOR SPACE AND PRICING

You may rent one canopy tent space outside or A table inside. Your booth will be configured to include a pathway for ease of entrance and exit for yourself and other vendors to be compliant with city fire, safety and health ordinances.

## BOOTH OPTIONS

### Outdoor Space

**NPCC Member Canopy Tent Request** (a benefit of a NPCC membership is reduced entry fees)

one 10' x 10' canopy tent \$85.00 (\$96.05 with HST).

**Non-NPCC Member Canopy Tent Request**

one 10' x 10' canopy tent \$110 (\$124.30 with HST).

### Indoor Space

**NPCC Member Table Request** (a benefit of a NPCC membership is reduced entry fees)

one-eight foot table \$85.00 (\$96.05 with HST).

**Non-NPCC Member Booth Request**

one-eight foot table \$110 (\$124.30 with HST).

## PAYMENT

If your application is accepted into the Creative Festival, payment is due on Friday, June 28, 2024. Notification of acceptance or not into the sale will be emailed on Monday, June 17, 2024.

I, *(Please print name)* \_\_\_\_\_

Agree to comply with all conditions and regulations (a copy of the Rules and Regulation are attached to this application form) of exhibiting at NPCC Creative Festival. Non-compliance with these regulations and policies may result in removal from the show without a refund and/or exclusion from future Neilson Park Creative Centre events. I understand payment is due on June 28, 2024 on emailed acceptance into the sale. I authorize Neilson Park Creative Centre to use images submitted as well as any photography taken for the purpose of publicity of the event. I understand that my name and contact information may be released to any potential customers or prospective clients.

Signature \_\_\_\_\_ Date \_\_\_\_\_