



# Handmade

## ART AND FINE CRAFT SALE

**Saturday, November 23, 2024, 10 am – 4 pm**

### Neilson Park Creative Centre

56 Neilson Drive, Etobicoke, ON M9C 1V7

416-622-5294

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

[handmade@neilsonparkcreativecentre.com](mailto:handmade@neilsonparkcreativecentre.com)

## Vendor Application Form

### Fall 2024

Application Deadline is

**Monday, September 30 at 4 pm**



## **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, the Centre 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.

## **Vendors at Handmade Art & Fine Craft Sale**

Twice a year, NPCC hosts our Handmade Art and Fine Craft Sale. This is an opportunity for vendors from our community and the greater Toronto area to showcase their creativity and products. Our customers are able to shop for handmade, original art and fine crafts for themselves, friends and families in a one stop shopping experience.

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.

- This is a juried sale where we look for vendors with high quality handmade products. All vendors are selected by NPCC's Handmade 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 types of products approved by the Handmade committee.
- Application entries are selected by the NPCC Handmade Fall 2024 committee. The committee's decisions are based on a set criteria and 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 Friday, October 11, 2024. If you are accepted, you have until Friday, October 25 to make your payment to be in the sale.



## **Important Dates and Time**

*Sale Date:* Saturday, November 23, 2024 from 10 am to 4 pm

*Vendor Application Deadline:* Monday, September 30, 2024 at 4 pm

*Vendor Notifications:* Emailed on Friday, October 11, 2024

*Set Up Dates and Times:* Fri., Nov 22, 7 to 9 pm and Sat., Nov 23, 8 am to 9:45 am

*Tear Down Time:* Saturday, November 23, 2024 from 4 pm to 5 pm

## **Vendors Responsibilities**

- Set up and take down of their booths.
- Handmade products for sale.
- Scented products need to be wrapped, as NPCC is a scent-free facility.
- Staff their booths at all times.
- Process their own payments. Have a cash float and/or a Point of Sale (POS) Terminal.
- Cellular data package to process sales through their POS.
- Table coverings and additional booth décor.
- Extension cords, lights, etc., (if access to power outlet has been requested and approved).
- Promote their involvement in the sale on their website, social media, etc.
- Follow us @NPCCarts on Facebook, Instagram and Twitter

## **NPCC Provides**

- Free admission and parking for our customers.
- A fully accessible facility.
- Rental of either a four-foot, six-foot or eight-foot table, plus two chairs. Table placement is assigned by the Handmade 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 and printed postcards for vendors to advertise to their customers.
- Posts about each vendor on our social media channels @NPCCarts on Facebook, Instagram, and Twitter using images submitted by vendors.

## **How to Apply**

- You may apply to be a vendor by submitting a form online at [www.neilsonparkcreativecentre.com](http://www.neilsonparkcreativecentre.com) or fill in the form attached and return to Cory at Neilson Park Creative Centre
- The application will be submitted for review when we receive your application form and images at [handmade@neilsonparkcreativecentre.com](mailto:handmade@neilsonparkcreativecentre.com)
- **Payment is due after emailed acceptance into the sale**
  - Payment accepted by credit, debit, cheque or cash
  - If payment is not received by Friday, October 25, the booth space will be given to another vendor



# NPCC's Handmade Art and Fine Craft Sale, *Fall 2024*

## VENDOR APPLICATION FORM Rules and Regulations

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

### SHOW DATE AND TIME

Saturday, November 23, 2024 from 10 a.m. to 4 p.m.

### SET UP AND DISMANTLE TIMES

- Set up times on Friday, November 22 at 7 pm to 9 pm and Saturday, November 23, 8 a.m. to 9:45 a.m.
- The sale event runs from 10:00 am to 4:00 pm.
- Please complete the set up of your booth by 9:45 a.m. on Saturday, November 23.
- Tear down is on Saturday, November 23 from 4 pm to 5 pm. Please ensure to honour these time frames.

### CANCELLATION AND NSF CHEQUE POLICY

- If the sale is cancelled due government mandates, table rentals fees will be refunded in full by cheque. Refunds will not be issued to accepted vendors if the sale runs. There will be a \$25 charge for all NSF cheques.

### APPLICATION DEADLINE

- The application deadline is Monday, September 30, 2024 at 4 p.m. Notification of acceptance or denial into the sale will be emailed on Friday, October 11, 2024.

### MAILING APPLICATION INFORMATION

- E-Mail to [handmade@neilsonparkcreativecentre.com](mailto:handmade@neilsonparkcreativecentre.com) or deliver the application form, digital images in a .jpg file to be received by Neilson Park Creative Centre **by no later than Monday, September 30 at 4 p.m.**

### PAYMENT REQUIREMENTS

- Payment is required upon acceptance by the Handmade committee into the sale by Friday, October 25. If payment is not received by October 25 your spot will be assigned to the next vendor on the wait list.
- Payment may be made by credit, debit, cheque or cash.
- Mailing address: Neilson Park Creative Centre, 56 Neilson Drive, Etobicoke, ON M9C 1V7

### LOADING & UNLOADING

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

### PARKING

After unloading on the morning of Saturday, November 23, 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 and not attached to any Neilson Park Creative Centre property.
- Exhibitors are responsible for providing their own display items and table coverings.
- Exhibitors supply their own extension cords for their electrical requirements.



# NPCC's Handmade Art and Fine Craft Sale, *Fall 2024*

## VENDOR APPLICATION FORM

### Rules and Regulations (continued)

#### **EXHIBITOR SPACE ASSIGNMENTS**

- NPCC has final approval on all booth configurations and booth placement
- 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 PAYMENTS**

All vendors are responsible for processing their own customer payments and arranging for their own cellular 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 show 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: [handmade@neilsonparkcreativecentre.com](mailto:handmade@neilsonparkcreativecentre.com)

Handmade

## NPCC's Fall 2024 Handmade VENDOR APPLICATION FORM

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

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

Street Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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 handmade@neilsonparkcreativecentre.com

### EXHIBITOR SPACE AND PRICING

You may rent only one table. Your space must be configured to include a pathway for ease of entrance and exit for yourself and other booths to be compliant with city fire, safety and health ordinances.

Electrical Outlet Required? Yes \_\_\_\_\_ No \_\_\_\_\_ Exhibitors provide their own extension cords.

Are your displays five (5) feet or higher? Yes \_\_\_ No \_\_\_

If yes, please describe \_\_\_\_\_

### TABLE RENTAL REQUESTS

**NPCC Member Table Price** (one of the benefits of a NPCC membership is reduced entry fees)

4 foot table, \$65.00 plus HST (with HST \$73.45)

**OR**

6 foot table, \$75.00 plus HST (with HST \$84.75)

**OR**

8 foot table, \$85.00 plus HST (with HST \$96.05)

**Non-NPCC Member Table Price**

4 foot table, \$90.00 plus HST (with HST \$103.50)

**OR**

6 foot table \$100.00 plus HST (with HST \$113.00)

**OR**

8 foot table, \$110.00 plus HST (with HST \$124.30)

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 Handmade Fall 2024. 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 if my application is not accepted a refund of my application fee will be issued by cheque by NPCC. 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 \_\_\_\_\_