



**AN INVITATION TO PROMOTE YOUR ORGANIZATION
AT FIBREFEST 2017
WITH A FREE EXHIBITION/ DEMONSTRATION SPACE**

**Saturday September 9 & Sunday September 10, 2017
Mississippi Valley Textile Museum and Almonte Arena**

1. Applications must be mailed to the museum **prior to August 1, 2017.**
2. Please submit photograph(s) (*for new applicants only!*) showing examples of items you plan to display at Fibrefest. Please put your name on the back of the photos and they will be returned. If you prefer to submit a web address where your work can be observed, this is acceptable.
3. Exhibition/ demonstration space is (10' x 10'). Please let us know if you need table(s). One gallery is being set up for 2017. Fibrefest 2017 is located at the Almonte Arena (ice slab, without the ice).
4. Exhibitors/ demonstrators will be notified after the committee has met. The decision of the committee is final.
5. **Please read the Fibrefest Show Standards carefully before submitting your application for a free exhibit/ demonstration space to promote your organization.** If you have any questions or concerns please contact Michael Rikley-Lancaster at the Mississippi Valley Textile Museum at 613-256-3754 x 7 or via email at info@mvtm.ca.

Send completed applications to:

MVTM
Box 784
Almonte, ON K0A 1A0



Application Form
(Please submit with payment.)

Contact Name _____ Group or Guild Name _____

Mailing Address _____

E-mail Address _____ Phone # _____

Website Address _____

A 128 x 128 pixel badge and your Guild or Group Name will be shown on our website. If your web URL is provided a link to your website will be associated with the badge. Please provide a logo or image to use as a badge or we will adapt something from your website. E-mail addresses are not posted.

Description of organization _____

Estimated height of booth: _____

Do you require an electrical outlet? yes no

Special needs requirements (accessibility, help unloading, etc.) _____

Number of photos included (*required for first-time applicants*) _____

Number of tables: _____

THANK YOU FOR YOUR PARTICIPATION!



FIBREFEST 2017– SHOW STANDARDS

Saturday, September 9, 2017 10 am to 5 pm

and Sunday, September 10, 2017 10 am to 4 pm

Fibrefest 2017 is located at the Almonte Arena (ice slab, without the ice).

We want Fibrefest to be a successful and enjoyable experience for all participants. Please read the conditions outlined below carefully. If you have any questions, please do not hesitate to call Michael Rikley-Lancaster at 613-256-3754 x7 or email at info@mvtm.ca

Show Hours

- The doors open at 10:00 am. The sale runs until 5:00 pm on Saturday and 4:00 pm on Sunday. No take-down is permitted until 4:00 pm Sunday.

Adjudication

- To maintain a high quality fibre art show all applications will be juried. Please submit your application with clear photos showing the type of items you wish to display at Fibrefest (*first time applicants only!*). The committee will meet in May after the closing date for submission, to consider the applications. Only items submitted to the committee for jury may be displayed at Fibrefest. Vendors will be asked to remove any items not approved by the Fibrefest Committee.
- The Fibrefest Committee will endeavor to maintain a balance of media to make the show as interesting as possible to the general public. Therefore, a limited number of applications will be accepted (for a specific medium) in each area. The decision of the selection committee is final.

Exhibitor/ demonstrator Responsibilities

- Exhibitors/ demonstrators must be present for the entire show (both days).
- Each exhibitors/ demonstrators are asked to supply names for all staff members working in their booth. Passes must be shown to gain entrance to the show during show hours. All other entrants will be paying the general admission fee of \$5.00 pre day. Passes will be issued to those whose names the museum has received. ***All names for passes must be submitted to the Curator one (1) week prior to the opening of the show.*** A limit of four passes per exhibitor applies.

Booth Locations & Services

- When returning your application, please ensure that any requests for specific locations or services are CLEARLY spelled out. We will endeavor to fulfill any requirements/requests but cannot guarantee particular locations. Note exhibit locations are at the final discretion of the MVTM

- Fibrefest 2017 is located at the Almonte Arena (ice slab, without the ice). The change of venue is due to keeping costs down so that the MVTM does not have to increase vendor rental costs as well as admission to the event.

Tables

- Tables can be provided, only if indicated on your application. There will be no extra tables available at the time of the show. All requests for tables must be completed two months prior to the show. Late requests will not be filled.
- The tables are approximately six feet long by three feet wide.
- Chairs will be provided at a limit of two (2) per exhibitor.

Setup of Exhibits

- Space will be approximately 10' x 10' for all exhibit and demonstration spaces.
- Set up at all three locations will take place on Friday September 8 from 1 pm – 4 pm & Saturday September 9 from 7 am to 9:30 am.
- All boxes and storage containers must be out of sight by opening time each day.
- Tables must be properly draped so displays are presented in a professional manner.
- Labour required for moving merchandise and all table materials for set-up and dismantling is the responsibility of the participant.
- Dividers and backdrops will not be provided.

Use of Tape and Adhesives

- Care must be utilized when using all buildings.
- Fibrefest participants are not permitted to use nails, screws, tape or adhesives on the walls or posts.
- Duct tape must be used to tape down electrical cords to the floor.

Electrical Outlets

- Please notify us if you require electricity for your display. Requests will be handled on a first come/first served basis. You must provide your own extension cord, and it must be taped to the floor with DUCT tape. All tape must be removed at the end of the sale. A limited number of electrical outlets are available. To have access to the electrical outlets, you must notify us. You must bring your own extension cords.

Tear down of Exhibits

- Tear down must not start before 4:00pm on Sunday September 10 and should be completed by 7:00 PM. Any items left behind will not be returned.

Any failure to adhere to the regulations stated above may result in exclusion from further Fibrefest events.