



FIBREFEST 2017 - APPLICATION and GUIDELINES

Saturday September 9 & Sunday September 10, 2017

Fibrefest 2017 is again located at the Almonte Arena (ice slab, without the ice)
and the Mississippi Valley Textile Museum.

1. Applications must be mailed to the museum, with the correct fee **prior to May 1, 2017**
2. Refunds will not be considered after August 7th 2017. For applications not accepted, cheques will be returned.
3. 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.
4. No postdated cheques will be accepted. Make cheques payable to: Mississippi Valley Textile Museum
5. Space rental is **\$125.00**. All spaces will be equipped with **electrical**.
6. Vendors will be notified after the committee has met. The decision of the committee is final.
7. Vendors are to **supply their own extension cords and power bars** if electricity is required for their display.
8. Vendors are to **supply their own signage**; we will supply booth numbers.
9. Once their display is complete, vendors are to park their vehicles in Gemmill Park, which is adjacent to the parking lot, so that there is ample parking for customers. The park will be clearly signed.
10. **Please read the Fibrefest Show Standards carefully before submitting your application.** If you have any questions or concerns please contact Michael Rikley-Lancaster at the Mississippi Valley Textile Museum at 613-256-3754 or via email at info@mvtm.ca.

Send completed applications with payment to:

MVTM
Box 784
Almonte, ON K0A 1A0



Application Form
(Please submit with payment.)

Contact Name _____ Company Name _____

Mailing Address _____

E-mail Address _____ Phone # _____

Website Address _____

A 128 x 128 pixel badge, and your Company 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.

List of merchandise/Medium _____

Electrical is provided for all booth spaces

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

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

Booth Fees: " \$125.00 (10 x 10) \$ _____

Additional booth \$125.00 (10 x 10)
\$ _____

Number of tables: _____ x \$10.00 each \$ _____

Sub Total \$ _____

Total amount of cheque (enclosed) \$ _____

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
at the Mississippi Valley Textile Museum and Almonte Arena

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 or email at info@mvtm.ca

Sale Hours

- The doors open at 10:00AM. The sale runs until 5:00PM on Saturday and 4:00PM on 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. The decision of the selection committee is final.

Vendor Responsibilities

- Vendors must be present for the entire show (both days).
- Vendor permits are the responsibility of each vendor. You may be asked to provide a copy of the permit at show time. Each vendor must collect and submit HST where applicable.
- Each vendor is 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 per 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 vendor applies.

Booth Locations & Services

- When returning your application, please ensure that any requests or services are CLEARLY spelled out. We will endeavor to fulfill any requirements/requests. Note vendor locations are at the final discretion of the MVTM
- Fibrefest will be at the Almonte Arena (ice slab, without the ice).

Tables

- No tables will be provided, but you may rent a table for \$10 each, 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 eight feet long by three feet wide.
- Chairs will be provided at a limit of two (2) per vendor.



Setup of Exhibits

- Space will be approximately 10' x 10' for a cost of \$125 per space.
- You will be notified of set up times one month prior to Fibrefest.
- 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 the building.
- 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

- All booths will have access to electricity. **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.

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.