



The BUCKHORN FESTIVAL OF THE ARTS is a juried show and annually we welcome invited alumni exhibitors and submissions from new artists.

## EXHIBITOR INFORMATION

### Festival Requirements for ARTISTS

- Artists are required to be on site for all days and hours of operation.
- Artists are required to hang/display a minimum of 80% original work.
- Artists are required to display 20% original work that has never been exhibited at BUCKHORN FESTIVAL OF THE ARTS.
- Artists can display a maximum of 20% quality reproductions such as giclée or limited-edition prints, though only one of each image may be hung in your booth at a time, while additional reproductions can be available from a designated professional and esthetic storage space.
- To further enhance your display of original and reproduction work an additional maximum of 20% of your work can include quality retail ready cards and calendars displayed in a professional and esthetic manner. · To keep the booths contemporary and current, your original artworks must have been completed within the last three years.
- All art that is hung in your booth must be, “ready to hang”, framed, gallery wrapped.
- Artists are only permitted to include that medium which has been approved by the Jury.
- The Artist warrants that the work being shown is the Artist’s own work and shall not infringe or violate any copyright law. The Exhibitor agrees to indemnify and save harmless the BCC and its officers, directors, employees and volunteers from any and all claims made in this regard.
- Artists are required to provide their own insurance, conduct themselves in a professional manner and follow all rules and regulations outlined in the contract and other literature.
- All sales made at the Festival are subject to 20% commission, plus HST, payable to the Buckhorn Community Centre.

### Definitions:

1. Original artwork painting" means two-dimensional original artwork conceived and created by the artist. Two-dimensional means that mixed media cannot exceed an inch in depth on paper, board, or canvas. “Original” also means that if a painting is based on photos, the photos were taken by the artist.

2. "Traditional media" meaning: oil, oil pastel, soft pastel, charcoal, graphite, ink, watercolour, casein, gouache, encaustic, acrylic, mixed media (all water media or oil-based media); silver or other metal point; collage, mixed media collage; dye, wax and other crayons on canvas, paper, handmade paper, fabric, or board; fine art photography; printmaking (etching, mezzotint, lithography, woodcut, monotype, mono print, aquatint).

3. A reproduction is defined as "a photomechanical copy of a one-of-a kind work of art conceived by the artist." Numbering and signing a mechanical reproduction do not change its essence; it is still a reproduction.

#### Booths:

10' – \$180.80 (with HST)

12' – \$216.96 (with HST)

16' – \$289.28 (with HST) (not available to first-time exhibitors)

The choice of location of Exhibitors will be at the absolute discretion of Festival Management. Exhibitors will be housed in the Community Centre building or in the Festival Park pavilions/galleries. New exhibitors will be limited to a 10' or 12' booth only. Empty booths due to last minute cancellations will be filled at the discretion of the BFOTA Directors.

Artists are not permitted to fill empty booths without authorization from the BFOTA Director. Changes to the exhibitor booth must be done outside of Festival hours for the duration of the show.

Exhibitor booths are designed and built by the BCC prior to your arrival. The booths are constructed of plywood and painted a soft sage green with your name sign (white lettering on forest green) centered on the back wall of your booth when you arrive. Additional name signs are posted on the entranceways to each building.

Each booth is defined in linear feet by a back wall (10', 12', and 16') and two 4' side walls. The maximum distance the Exhibitor is permitted to extend out from the back wall is 5 ½ feet. The maximum height of walls for hanging art is 8'. Please use screws rather than nails for hanging in respect for the booth set-up & longevity of the wood. Please bring your own screws, hooks, screwdriver and step stool. We expect you to remove screws at the close of the festival.

Please avoid overcrowding art on the booth walls. All hanging items must be framed/gallery wrapped canvas and has at least 3" between them. Please do not hang art within 2 feet of the floor. Please keep paintings and prints off the floor and do not lean items against the walls. You will be asked to remove any clutter on the floor of your booth. All booths must look professional and current.

- ✓ Backdrops – As the back and side walls are painted wood, you are encouraged to 'enhance' appropriately and professionally. If you wish to use fabric backdrops and/or props in your booth, please get approval of the materials from the Show Director prior to putting them up.
- ✓ Lighting – Exhibitors need to bring their own lighting to enhance their work. Please consider using LED bulbs. The overhead fluorescent lighting in all buildings will be turned off after setup, for the duration of the show. Light tracks with lightweight swivel lamp heads, or wire clamp-on lamp holders work best. If you have a large booth in the Community Centre, please don't bring

metal swing-arm drafting table lighting: the combined weight is too much over the length of the light support valances that we provide.

- ✓ Electricity and Extension cords – Booths have access to 15-amp service and extension cords are not provided. You will probably need at least a 20' extension cord. The BCC supplies hydro at no extra charge to you.
- ✓ Chairs– Please include your own chairs in your booth space. A limited number of stacking-type chairs are available for those booths were requested on the Artist Application Form. As our chairs are made of plastic, for your safety and the good of the chairs, please do not stand on them.
- ✓ Tables – Please include your own table in your booth space. Tables often block access for visitors who would like to move in closer to your art and talk to you without any obstacles. A limited number of tables are available to rent if requested on your Artist Application Form. If you are stowing items underneath, your table must be covered to the floor. Please respect your fellow exhibitor's booth space when placing items within the 5 ½ foot parameter of your designated booth. PLEASE PROVIDE YOUR OWN TABLE COVERINGS.

Demonstrations, Presentations and/or Work in Progress – We encourage everyone to demonstrate some aspect of his/her creative process as a conversation starter in or near your booth.

- ✓ Alcohol – It is critically important that; 1) the only liquor on the grounds/buildings is that which has been purchased from the Festival operations and 2) all wine and beer is consumed in the licensed area only.
- ✓ Smoking or vaping - by Order from Peterborough Public Health and in compliance with the Smoke-Free Ontario Act, of 2017, the BCC shall: Prohibit the use or consumption of tobacco or cannabis, or any related products, or vape of any kind, on BCC property other than in the designated area.
- ✓ Service Animals and pets - a guide dog, service animal, or service dog will be allowed access to BCC areas that are open to the public unless otherwise excluded by law. Service animals must be identifiable by a vest or other visible means. A 'pet' will not be considered a service animal and is restricted from all buildings. Owners are responsible for cleaning up after their service animal or pets. Owners are responsible for keeping their service animal or pet under control and on a leash at all times anywhere on the property. Do not leave your pet in your car parked on BCC property at any time.
- ✓ Artist Lounge – We provide a quiet area at the south west entrance of the BCC for artists to relax in.
- ✓ Parking – One reserved parking space is available for each Exhibitor and 1 assistant. Exhibitor vehicles will not be allowed in the exhibit area during show hours and must be removed from the unloading area no later than 4pm on Friday.
- ✓ Security – Paid security personnel is arranged by BCC for overnight security. Name badges must be worn by Exhibitors and Assistants at all times. Name badges as per your Artist Application Form will be available at Check-in.

Invoices, Sales and Commission – The BCC provides each Exhibitor with a quantity of 3-part numbered invoice forms (in the Registration Kit, more available on request). Artists are required to follow the directions (also included in the Registration Kit) for use of these forms for all sales and orders taken. The

20% commission owed to the BCC will be calculated based on the total net sales (before HST) indicated on these invoice forms.

Point of Sale (POS) Services – It is the responsibility of the artist to have their own payment process. Since there is Wi-Fi throughout Festival Park and the main buildings, we suggest the artist use “The Square” which is available at no charge through your financial institution. There may be a surcharge based on usage from your service provider.

HST – of 13% will be in effect. The 20% commission on your net sales is also taxable.

Registration/Check-in – The show opens for check-in and set-up from 8am until 4 pm on Friday. You agree to check in no later than 2 pm and have your exhibit set up by 4 pm and to keep the booth intact until show closing at 4 pm on Sunday.

Settling of Accounts – When you arrive at the BCC, we require either a Credit Card number with expiry date or a blank, post-dated cheque (dated no later than 8 days after the show closes) to collect any commissions owed by you to the Buckhorn Community Centre. An invoice confirming this amount will be sent to you.

Check-out - Vehicles will be allowed back in exhibit area upon the exit of all festival visitors on Sunday for take down of exhibit. Exhibits must be completely removed by 6 pm on closing day.

Insurance - The Exhibitor will be responsible for placing their own insurance and the exhibitor agrees to hold the BCC, its officers, directors, employees and volunteers harmless from any and all damage, expense or liability from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the exhibitor arising out of the exhibitor’s participation in the Buckhorn Festival of the Arts. The BCC will not be responsible for any loss incurred by the exhibitor, as a result of fire, theft, water, accidents or other mishaps.

Volunteers - are vitally important to both the BCC and the Festival and we are completely dependent on the commitment of the more than 300 volunteers who are involved in our event. We work hard to coordinate the right volunteers to the right jobs and to support the volunteers in their work spanning anywhere from four hours to many weeks prior to the event. We celebrate all volunteers as valuable members of the Festival success team.

### **Deadline for Application for the 2024 Festival**

To be considered as an Exhibiting Artist each submission must follow the rules specifically, in addition to completing the submission form fully.

### **Returning Invited Exhibitors: February 29, 2024 by 4pm**

To be considered as an Exhibiting Artists those invited to participate in the 2024 Festival will be required to return their complete contract, image(s) for inclusion in promotional material and payment no later than February 29, 2024.

Late or incomplete applications will be held on a waiting list until booths are filled with new exhibitors and returning artists who have completed applications by the deadline.

Cancellation Policy - If an accepted artist needs to cancel their Festival participation, the BUCKHORN FESTIVAL OF THE ARTS requires notification by email on or before JUNE 07, 2024 which is subject to a \$50.00 non-refundable registration fee. After June 7, payments will not be refunded.

Applications should be submitted:

[artfestival@buckhorncommunitycentre.com](mailto:artfestival@buckhorncommunitycentre.com)

Telephone: (705) 657-8833 or (705) 657-1918