

CityFolk

2018 CityFolk Artisan Guidelines



Steve Gerecke

We invite you to apply as an artisan for the 2018 Ottawa CityFolk Festival! Artisans play a vital role in our festival, helping to promote the creativity and entrepreneurship in our community. Your participation will build awareness of local Artisans and fair-trade merchants among our festival patrons and is highly valued by our festival.

IMPORTANT DATES

June 8, 2018

Deadline-Artisan Application Submission

June 22, 2018

Successful applicants will be notified of acceptance

August 10, 2018

Deadline-Fee, Contract, General Liability Insurance

If these items are not received by August 10, 2018, CityFolk will withdraw said vendor's 2018 application and reallocate the space to waitlisted vendors.

September 12, 2018

Artisan vendor load-in begins. Booths must be completely set up by 2:00 PM for inspection.

Sept. 12-16, 2018

Festival dates. **Please note that it is a 5 day festival.** Vendor operating hours are 3:00 PM to midnight on weekends, 5:00PM to midnight on weekdays.

September 17, 2018

Vendor load-out as per pre-arranged schedule.

ALCOHOL CONSUMPTION

Vendors are not permitted to consume alcohol in the concession area or elsewhere on the festival site. Violations could put the festival's liquor license in jeopardy. Any vendor who is found consuming alcohol will be required to vacate the festival site immediately and their Artisan fees and/or cost of admission will not be refunded.

FEES

The cost of a 10x10 space inside the Artisan Village is \$350.

This includes:

1. A 10 by 10-foot space in the CityFolk Artisan Village
2. The use of one-half of a 15 amp electrical circuit;
3. One vehicle parking pass.
4. Working access to site
5. Light within tent and basic area lighting in the Artisan Village.

Artisan vendors must supply their own tables, chairs, additional lighting, etc. and are responsible for procuring their own meals.

The Festival will determine vendor placement to ensure a balanced display of goods. The area will be designed to help promote visibility among festival-goers.

WORKING ACCESS TO SITE

Site access will be arranged in advance based on number of employees reasonably needed to operate vendors' booths. Vendors are responsible for distributing and managing accreditation for their staff.

Note that any form of access, pass, or accreditation is to be used only for working purposes, and not for festival access during off-shift hours or to view events. Vendors are not permitted to purchase and/or consume alcohol while using festival accreditation.

INSURANCE:

The Artisan shall, at his/her own cost and expense, obtain and keep in force during the term of the contract, Public Liability insurance in an amount not less than \$2 million for each occurrence.

The certificate must name the Ottawa CityFolk as an additional insured and must be in English.

PLEASE NOTE:

CAMPING AND PETS ARE NOT PERMITTED. Open flames are not permitted, even if a glass chimney is used. This prohibition includes propane, barbeques, candles, and lanterns using combustible fuels such as kerosene and naphtha, as they are fire hazards.

Vendor Fee Payment Schedule

VENDOR FEE (\$350.00): vendor fee must be **received by August 10, 2018.**

All payments must be made to "CityFolk" and sent or delivered to this address:

Vendor Payments, CityFolk
450 Churchill Ave N., 2nd Floor
Ottawa, ON K1Z 5E2

HST is not charged on or included in vendor fees. All vendor fees are non-refundable.
Dishonored cheques are subject to a \$50 fee.