



Oshawa Art Association Inc.
9th Annual Spring Art Festival
Show dates: April 13th-14th, 2024

Important Festival Guidelines and Information

Code of Conduct:

As an Art association, the OAA is here to promote visual Fine Art through our Art Festivals. To that end, the committee members have worked hard on your behalf to put this show together and ensure that it runs as smoothly as possible but we need your help. We must all be respectful, welcoming and tolerant of everyone, regardless of personal preference and taste. The OAA will not allow any inappropriate or harassing behaviour that interferes with other artists' booths and their sales. Such behaviour will be dealt with accordingly. Please treat others as you yourself would like to be treated!

Relevant Show Information: so please read carefully!!

1. Please take note of the new show dates! The festival will run for 2 days only, open Saturday and Sunday April 13th -14th,2024.
2. The show set up will take place on Friday April 12th. It is critical that artists assist with the hall setup! The panels usually arrive approximately 9:45 AM. Please let us know if you can be there to help with set up around 10 AM. No art can be brought into the hall until setup is complete!!
3. All booths must be set up and complete by 6 PM on Friday. No exceptions!
4. NO ONE can start dismantling their booth on Sunday until the show has been officially declared closed by the Show chair or designate. This includes bringing in carts, boxes and packing materials before closing time. Not only is it unprofessional but can also cause tripping hazards and accidents. This will be strictly enforced!
5. There will be a selection of booth sizes available from small and large to extra large and potter/sculpture tables, however some are limited in number. Please consult the application form for cost and number of each size that will be available.
6. If you have artwork larger than 40 inches, we suggest you request a wall space as these will allow you to hang larger pieces. Please indicate this on your application. Each booth has a spot allotted for a chair either beside or close by your booth.
7. Extra-large booths have an expanded front opening which will allow for better viewing and access.
8. Any art found hanging on the unassigned panels will be removed.
9. The aisles between the booths are approximately 8 ft to allow room to move and patrons to view your work. We will require you to keep your chair and table area neat and as close as possible to your panels.
10. You will be responsible for monitoring your booth, processing your sales and tracking your inventory. The "Square" is an economical means to process sales with funds being deposited into your bank usually the same day. There is WIFI service available at Camp Samac, or you could use your data plan on your phone or tablet.

11. While we will **NOT** have a central cash desk, the OAA will have available during the show a means of processing credit card and interac sales if you cannot process these yourself. A charge of \$5.00 per artist will be deducted from the sales of those utilizing this service.
12. Payment to the artist will be made after the show by cheque or e-transfer by the OAA treasurer. Any fees associated with the credit card or interac processing will be deducted from your payment.
13. If you cannot commit to full time attendance or you need to share a point-of-sale system, please consider partnering with another artist. This time/resource sharing may make things easier. We will also have volunteers available to assist monitoring your booth for breaks.
14. If you have arranged to time/resource share with another artist you must indicate this on your application form in the space provided. By doing so we will place you as close to each other as possible.
15. Art Festival Committee members have the option of selecting their location. All other locations will be drawn at random
16. Please bring your own bags or wrapping paper.
17. Feel free to bring your own SMALL chair as it may be more comfortable for you.
18. You are responsible for providing insurance of your artwork during the festival. The Oshawa Art Association Inc. and the Art Festival Committee shall not be held responsible for lost or damaged art during setup or the festival.
19. **Art Inventory Guidelines: PLEASE READ CAREFULLY!!!**
 - All work on display shall be for sale
 - Each piece of art (original, print, card, bookmark, pottery or sculpture must be **CLEARLY** labelled with your name and price (minimum required) using whatever type of label you would like.
 - Photographs are not eligible. NO Jewellery items are permitted in the show.
 - **Digital art:** must be labelled as "Digital" and is **limited to 50%** of the art displayed.
 - **Reproductions:** (Prints) are required to be of original artwork. They must be clearly marked as reproductions and indicate what type of reproduction they are. **Reproductions are limited to 50% of the art on display.**
 - **Cards or bookmarks** reproduced from original artwork are allowed.
 - **"Original" prints:** such as mono-prints, etc. must be original and not photocopied.
 - The Art Festival Committee has the final decision on what is deemed suitable to be displayed in the show. Booths will be checked and artists will be asked to remove any unacceptable pieces.
20. Art displays shall not restrict movement of patrons or the viewing space of other artists.
21. Objects must not extend more than 12 inches from your panel into the aisle space. Please keep the floor space in front of your panels neat, have items organized in suitable containers where possible and do not block other artists' displays.
22. The OAA will provide 3 chains on each panel. Special OAA hooks are available for loan or you can provide your own small "S" hooks to hang your art.

23. Lighting: Please Note!!!!

ONLY LED low wattage lighting, up to a maximum output of 30 watts total per artist will be permitted. NO other forms of lighting will be allowed! Camp Samac prohibits the use of nails, screws, fasteners or duct tape to secure the lamps. Please use only plastic cable ties. Any lights not suitably installed will have to be removed.

24. Signs are extremely important to the success of the festival. If you have a car and would be able to assist, please let us know. You will be given approximately 25 or 35 lawn signs which are approximately 18" x 24" and a map of where to place them. Please contact Karen Coyle, Sign Team Leader at 905-439-1678 or email her at karenjuliecoyle@gmail.com for information.
25. Signs will also be available at the Oshawa Art Association Inc's April meeting. Please take a few and help to promote the show.
26. After-hour security at the Camp Samac council hall is being provided by the Oshawa Art Association Inc.
27. Camp Samac is not licensed for selling or consumption of alcoholic beverages.
28. All able-bodied individuals are requested to stay and help with dismantling the hall, moving the panels to the front door and help with clean up. We are all getting older and I know you are tired at the end of the show but we urgently need your help to dismantle the show at the close of day on Sunday. So PLEASE stay and lend a hand once you have your own booth down. The more hands we have the easier the job.
29. If we do not get your support, we may not be able to continue offering you these shows unless we drastically raise the booth fees in order to hire people to assist us.

Kathy Neufeld

Art Festival Chair



**Oshawa Art Association Inc.
9th Annual Spring Art Festival
Show dates: April 13th -14th, 2024**

Important Show and Application Information

Location: Camp Samac, Conlin Road entrance, Oshawa

Festival Hours: 10:00 AM to 5:00 PM Saturday
10:00 AM to 5:00 PM Sunday

Hall Setup Time: Friday, April 12th from 10:00 a.m. until all preparations are completed.

Artist Setup Time: Upon completion of hall set-up

Removal Time: Sunday April 14th at end of show

Entry Fee: See application form enclosed

Commission Fee: 0 %

Registration Deadline: Friday March 1st, 2024

Eligibility:

- The OAA Art Festival is open to all OAA members in good standing who have paid their 2024 membership and who pay the required entry fee.
- Registration is limited to the spaces available, so get your application in early.
- You will only receive a call or email if the **show is full** in which case, you will receive a refund.
- Successful applicants will be emailed a confirmation package approximately 3 weeks prior to the show.
- If the show is not full by the registration deadline, the OAA reserves the right to open registration to non members. Application fee to be determined.
- I have read, agreed to and signed to accept the conditions of entry into the Art Festival on page 2 of this application.

Refunds: Please read all the festival guidelines and instructions carefully as No Refunds will be given.

Application Instructions:

• **If paying by e-transfer:**

- You will have to set up "Oshawa Art Association Inc" as a payee in your bank account.
- Then e-transfer the entry fee to oshawa.art.association@gmail.com.
- Print and complete the application form on page 2.
- Then **email** the completed application form to oshawa.art.association@gmail.com

• **If paying by cheque or Bank Draft:**

- Print and complete the application form on page 2.
- mail your completed form along with payment made payable to **Oshawa Art Association Inc.**
- Mail to **K Neufeld**
87 Blackcreek Trail,
Courtice, ON. L1E 1J7

If you have any questions regarding the show information or the application process, please contact Kathy Neufeld by email at neufeldkathleen@gmail.com

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Application Form
Please complete, print and mail/email as instructed

Artist's Name: _____

Address: _____

Telephone: (____) _____ Postal Code: _____

E-mail address: _____

Clearly indicate your selection and if you will be time/resource sharing with another artist.

___ Small space - \$60.00 (4 ft wide x 7 ft High} -9 available

___ Large Space: \$90.00 (8 ft wide x 7 ft High} - 21 available. Wall space requested: _____

___ Extra Large Space: \$120.00 (12 ft wide x 7 ft High in a U shape – 20 available

___ Potter's/Sculptors' space– \$100.00 (8 ft table provided) - 3 available

I will be Time/Resource Sharing with: _____

Payment due at time of registration by (Please indicate)

___ Cheque or bank draft made payable to: Oshawa Art Association Inc

___ e-transfer the entry fee to oshawa.art.association@gmail.com.

Conditions of Entry into the Art Festival. - Please read carefully!

1. I will not hold Scouts Canada, the Art Festival Committee and/or the Oshawa Art Association Inc. responsible for any damages or loss of my artwork during the setup and while they are at the festival.
2. I agree that the Festival Committee's decisions concerning all exhibition matters are final with regards to works that are deemed inappropriate.
3. I agree that I will not dismantle my booth on Sunday until given the OK by the Show Chair or designate.
4. I have read and agree to abide by the NO refund policy.
5. I agree to abide by the OAA code of conduct and will conduct myself in a respectful and professional manner at all time during the event.

By signing you agree to the conditions above:

Applicants Signature: _____ Date: _____

Volunteers Needed

I am able to help with sign placement prior to show: _____

I am able to help with the Friday Show set up: _____

I am able to help with dismantling on Sunday _____