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## 2019 VENDOR APPLICATION

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### **2019 Season Information**

**Dates:** Bonus Victoria Day Weekend (May 18-20), Main Season June 29-September 2 (includes holiday Mondays). The season may be extended through September if artist interest and weather allows.

**Times:** 10:30am—4:30pm. All artists must be setup by 10:30 and may not tear down until 4:30, with the exception of weather related or personal emergency reasons.

**Location:** North-West Mounted Police Barracks. 609 Main Street, Canmore, Alberta.

**Completed Applications** must be submitted to: [artinthepark@cmags.org](mailto:artinthepark@cmags.org) or in person at the Canmore Museum. Applications will be reviewed on a first come, first serve basis, until all spots are filled.

**Payment** for booths must be processed prior to your setup at the park and will be handled through the Canmore Museum. **No payment or proof of insurance, no setup.**

**Daily booth requests** must be sent to the Canmore Museum Art in the Park Coordinator at [artinthepark@cmags.org](mailto:artinthepark@cmags.org) no later than 48 hours prior to the requested date.

### **About Art in the Park**

Art in the Park is organized by the Canmore Museum with the intent of giving local and emerging artists a picturesque and historical outdoor venue to sell their art. For 2019, the Art in the Park organizers are looking to increase the event's profile and attendance. Suggestions and input from vendors are always welcome!

The Canmore Museum & Geoscience Centre operates Art in the Park on weekends, including long weekends, from June 29-September 2 long weekends inclusive, outdoors on the grounds of the NWMP Barracks at 609 Main Street, Canmore AB.

The market operates from 10:30-4:30 on weekends, rain or shine. Refunds are not issued for inclement weather. Vendors are allowed to use the staff parking lot behind the Barracks for loading and unloading of materials, however must park elsewhere during the event itself. We suggest using the Town of Canmore parking lot at the Miners Union Hall (between the blocks of 7th and 8th St, and 6th and 7th Ave), however vendors are allowed to make other arrangements. Vendors have access to the private staff washroom at the North-West Mounted Police Barracks. Public washrooms are also available at the Civic Centre at 902 7th Ave.

## **Application & Selection Criteria**

**Submit by: emailing [artinthepark@cmags.org](mailto:artinthepark@cmags.org) or in person at the museum in the Civic Centre.**

Vendors will be selected in accordance with the following criteria:

- The vendor must be the designer, producer, or creator of the items sold.
- The vendor must reside in or near the Bow Valley.
- The product must be of a reasonable quality and contribute to an overall variety of products offered at Art in the Park

Please provide pictures of your product or a link to your website to aid in our selection.

### **Application Deadlines:**

Seasonal Vendors : Applications must be received along with payment and proof of insurance by **June 27, 2019.**

Daily Vendors: Application and proof of insurance is required at least **48 hours prior** to your intended start date. Payment for daily spots will be due upon approval of those spots by the Canmore Museum Art in the Park Coordinator.

Vendors wishing to participate in the Victoria Day Long Weekend bonus event must submit payment, applications, and proof of insurance by **May 16, 2019.**

We are able to accommodate 20 artists in a day at the market. Preference will be given to seasonal artists first. Daily booth requests for artists approved by our selection process will be approved on a first come, first serve basis.

### **Payment and Refunds**

Payments can be made by cheque, debit, cash, Visa or MasterCard and must be handled through the Canmore Museum. We are able to take Visa and MasterCard payments over the phone at 403-678-2462.

Seasonal vendors must pay by **June 27, 2019.** Daily vendors must arrange payment for their requested date at the time their dates are approved by the Canmore Museum Art in the Park Coordinator.

Refunds for seasonal vendors will only be issued prior to the season start date on **June 29, 2019.** A **\$50** administration fee will be deducted from all refunds. Daily booths will not be refunded, however we will allow daily booths dates to be exchanged if

- a) the request is made at least 48 hours prior to the date and
- b) there is space available on the new date.

### **Insurance Requirements**

The Town of Canmore requires insurance for events on Town property. As such, all vendors are required to hold valid insurance in order to participate in Art in the Park. Proof of insurance must be submitted by seasonal vendors on or before **June 27, 2019.** Daily vendors must submit proof of insurance **48 hours prior** to their intended start date. **If you have not submitted valid proof of insurance, you will not be allowed at Art in the Park.**

If you need assistance in locating an insurance provider, please contact the Canmore Museum Art in the Park Coordinator at [artinthepark@cmags.org](mailto:artinthepark@cmags.org). We have a list of insurance providers that we are happy to share with you.

### **Set-Up and Take Down Information**

The vendor location map will be prepared and emailed to you by the Art in the Park Artist Liaison on Fridays prior to the weekend. You will be assigned a specific space for each day, the location of which will vary throughout the season. Spaces are assigned using the Art in the Park Artist Liaison's discretion. Electrical spots are limited, and will be assigned on a first come, first serve basis.

Vendors are expected to be completely unloaded and setup by **10:30 am** on market days. Failure to be prepared by **10:30 am** will result in your spot being reassigned. No refund will be given. Vendors may not tear down prior to **4:30 pm** except for reasons of inclement weather or personal emergency.

Unloading and loading is permitted in the parking area behind the Barracks. Vehicles cannot remain parked there during the day. No trailers or motorized vehicles will be allowed on-site. Vendors may park their vehicles in the public parking lots beside the Union Hall located at 730 7<sup>th</sup> Avenue, or at alternative public locations throughout downtown. Parking is not permitted along Spring Creek Drive due to Town of Canmore By-Law regulations.

Vendors are responsible for providing their own tent, chairs, and materials required for their set-up. All tents must have appropriate weights or the tent will not be allowed to be erected. Water is not available on site. Electricity is available in a limited number of spots which will be assigned on a first come, first serve basis. Vendors must have their tents removed and the area cleaned by **6:00 pm**.

### **Art in the Park Rules and Policies**

- Vendors are not permitted to smoke on the Barracks grounds during Art in the Park.
- Vendors are responsible for maintaining their stall in an attractive, neat manner and cleaning their area at the end of the day.
- All garbage and recycling should be deposited in the appropriate Town of Canmore bear proof bins.
- All Art in the Park promotional signage, displayed at park entrance or elsewhere, shall be approved by the Canmore Museum and coordinated by the Art in the Park Artist Liaison.
- Vendors are to confine their merchandise within the contracted space.
- Vendors will be responsible for restitution for any damages to Town of Canmore property.
- From time to time, museum staff and volunteers are permitted to take photographs at Art in the Park for promotional purposes. The Canmore Museum will not publish photos where the focal point is an artist's work without express written consent from the artist.
- Vendors are not permitted to bring pets to Art in the Park.
- Vendors are expected to conduct themselves in a courteous manner at all times.
- Harassment, intimidation, or any other kind of abusive behavior towards fellow vendors, customers, museum staff, or volunteers will not be tolerated. Such behavior will face consequences up to and including immediate termination without refund.
- Should a conflict arise, incidents are to be documented **within 24 hours** by all parties involved and sent to the Canmore Museum Art in the Park Coordinator. The Canmore Museum Art in the Park Coordinator will, in conjunction with the Museum Director, make disciplinary decisions with consequences up to termination without refund for severe or repeated breach of contract rules and policies.
- Vendors who are unable to attend a scheduled date must email [artinthepark@cmags.org](mailto:artinthepark@cmags.org) **at least 48 hours in advance**.
- The Art in the Park Artist Liaison will coordinate the market layout for each weekend. Canmore Museum staff and volunteers may make changes to this layout at any time if needed.

Museum staff have the right to alter, amend or introduce new guidelines at any time. The Canmore Museum & Geoscience Centre and the Town of Canmore will not be held responsible for any damages to a vendor's equipment, stall area, goods, property or vehicles.

Throughout the season, there may be other events that will take place at the NWMP Barracks during Art in the Park. All effort will be made to ensure that this will not disrupt sales for Art in the Park participants. Advance notice will be given for all events and your cooperation is appreciated.

On **July 27 and July 28, 2019** Art in the Park will be held in partnership with the **Vecova Centre for Disability**. In addition to the normal market, fundraising workshops and activities will be happening at the Barracks on these dates. Daily vendors should be advised that booth spaces may be limited this weekend. We will ensure seasonal vendors will not be impacted by this partnership.

### 2019 Art in the Park Application

**Vendor's Name:** \_\_\_\_\_

**Name of business (if different):** \_\_\_\_\_

**Website/ Social media handle(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Describe in detail the type of product you sell:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the material used:** \_\_\_\_\_

\_\_\_\_\_

**Are you doing your craft/skill onsite?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes please describe:** \_\_\_\_\_

\_\_\_\_\_

**Is your craft made from recycled materials?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes please describe:** \_\_\_\_\_

\_\_\_\_\_

**Did you provide pictures of your product?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you been a vendor at Art in the Park previously?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Payment Options (GST not included):**

Circle your preferred option

Booth	Seasonal	Daily Rate
Normal (10X10 ft)	\$230	\$15

**If seasonal vendor, please initial in box:**

I understand that I must submit payment and proof of insurance to the Canmore Museum Art in the Park Coordinator by **June 27, 2019** to be able to attend this season. If I wish to participate in the Victoria Day Long Weekend bonus weekend, I will submit this information by **May 16, 2019**.

**If daily vendor, please initial in box:**

I understand that I must submit payment and proof of insurance to the Canmore Museum Art in the Park Coordinator **at least 48 hours** before my first season date. I also understand that I must inform the Canmore Art in the Park Coordinator **at least 48 hours** before any additional dates that I would like to attend throughout the season. These dates are assigned on a first come, first serve basis to approved daily artists. Any dates that I have paid for may not be refunded to me, however I will be able to exchange them for another date if I have given the museum 48 hours notice and space is available for my new date.

As a daily vendor, these are the dates that I am currently interested in attending:

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**Applicant Statement**

I do hereby indemnify and hold harmless the Canmore Museum & Geoscience Centre at 902B 7th Ave. Canmore AB and the Town of Canmore at 902 7th Ave, Canmore AB and their officers, directors, employees, agents, assigns, legal representatives and successors and all business associates from all costs, damages, proceedings, actions, claims, demands and expenses now or in the future caused by or arising from the activities and conditions permitted by and associated with this application.

As a Vendor I assume sole responsibility for all employees working under my direction. I the undersigned am the applicant and confirm that all the information I provided is correct and agree to comply to all applicable Town Bylaws. I acknowledge that the business holds all required Federal, Provincial, Municipal and Health Authority Licensing/authorizations required.

I also acknowledge that I have read and understand the Art in the Park guidelines, rules, and policies and am aware that immediate termination without refund can result if I fail to follow the guidelines.

**Applicant Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**OFFICE USE ONLY - INITIAL FOR:**

APPLICATION APPROVED \_\_\_\_\_ PROOF OF INSURANCE SUBMITTED \_\_\_\_\_

PAYMENT(S) RECIEVED AND RECEIPTS ATTACHED : \_\_\_\_\_