



Mississippi Valley Textile Museum
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Almonte, Ontario K0A1A0
613-256-3754 phone/fax
mvtm@magma.ca
www.textilemuseum.mississippi.mills.com

FIBREFEST 2010 - APPLICATION GUIDELINES

Saturday September 11 & Sunday September 12, 2010

Mississippi Valley Textile Museum & North Lanark Agricultural Hall

1. Applications must be mailed to the museum, with the correct fee **prior to May 1, 2010**
2. Refunds will not be considered after August 31st 2010. 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, that is also acceptable.
4. No postdated cheques will be accepted. Make cheques payable to: Mississippi Valley Textile Museum
5. Full space rental is \$140, (approximately 14' x 10'), a half space is \$100 (10' x 10'). Please add the rental of the tables to your fee (if required) at a rate of \$10/each. Two vendor galleries are being set up for 2010. One at the Mississippi Valley Textile Museum and another at the North Lanark Agricultural Hall.
6. Vendors will be notified after the committee has met. The decision of the committee is final.
7. **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 mvtm@magma.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 _____

Would you like the above information posted on the Mississippi Valley Textile Museum's website?

yes no

List of merchandise/Medium _____

Do you require an electrical outlet? yes no

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

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

Location Preference:

- North Lanark Agricultural Hall
- Mississippi Valley Textile Museum (Norah Rosamond Hughes Gallery)

Booth Fees: \$140.00 (Large) \$ _____

\$100.00 (Small) \$ _____

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

Sub Total \$ _____

Total amount of cheque (enclosed) \$ _____

THANK YOU FOR YOUR PARTICIPATION!



FIBREFEST 2010 – SHOW STANDARDS

Saturday, September 11th 2010 10am to 5pm
and Sunday, September 12th, 2010 10am to 4pm
at the Mississippi Valley Textile Museum & the North Lanark Agricultural Hall

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 mvtm@magma.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 in each area. 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 (if it comes into effect).
- 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. 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 for specific locations or services are CLEARLY spelled out. We will endeavor to fulfill any requirements/requests but cannot guarantee particular locations.

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 complete two months prior to the show. Late requests will not be filled.
- The tables are approximately six feet long by three feet wide.
- Chairs will be provided at a limit of three (3) per vendor.

Setup of Exhibits

- Space will be approximately 14' x 10' for a large space (\$140) and 10' x 10' for a small (\$100) space.
- Set up at the North Lanark Agricultural Hall will take place on Friday September 10 from 1 pm – 5 pm.
- Set up at the Mississippi Valley Textile Museum will take place on Friday between 10:00AM – 4:00PM.
- 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 both buildings.
- Fibrefest participants are not permitted to use nails, screws, tape or adhesives on the walls or posts.
- Masking tape must be used to tape down electrical cords.

Lighting

- Lighting at the Mississippi Valley Textile Museum is limited, with track lighting running along only one side of the gallery. Large windows run along the opposite wall of the gallery.

Electrical Outlets

- If you require electricity for your display, please notify us. Requests will be handled on a first come/first served basis. You must provide your own extension cord, and it must be taped to the floor with MASKING tape. All tape must be removed at the end of the sale. A limited number of electrical outlets are available. To have access to the electrical outlets, you must notify us. You must bring your own extension cords.

Tear down of Exhibits

- Tear down must not start before 4:00pm on Sunday September 12 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 will result in exclusion from further Fibrefest events.

