



# Call for Entry



## About Our Show

Beginning in 1979, Sunflower, a **Yorkton Arts Council** program has taken root and continues to bloom. Countless artists and artisans share their wares with an appreciative crowd. Our two day show is held at the Gallagher Centre with over 150 artistic vendors. New marketers are added each year to our list of favourites to create variety for our customers.

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## Dates Hours & Location

September 11 & 12, 2020

Friday 5 p.m. – 10 p.m., Saturday 10 a.m. – 5 p.m.

Gallagher Centre, 455 Broadway Street West, Yorkton, Saskatchewan

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## Application Deadline - March 30, 2020.

Some entries may be placed on our waiting list for further consideration should there be a cancellation in your category. **Confirmation of acceptance will be issued via email by: May 30, 2020**

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## Program Information:

**Booth number, exhibitor's business name, contact information** (website, email if website is not available or phone number if email is not available) will be printed in the program.

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## Eligibility

**Applicant must be the producer and creator of all work to be sold at the sale.**

All applicants will be submitted to a selection process. Considerations for acceptance include: originality, quality, and uniqueness to ensure a balanced show. **All decisions made by the Sunflower Committee are final. The Sunflower Committee also reserves the right to limit the number of similar exhibits.**

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## Cancellation Policy

Before **JUNE 30, 2020** — will receive a full refund (less a \$25 administration fee)

**JULY 1, 2019 to JULY 31, 2020**— will receive a 50% refund (less a \$25 administration fee)

**After AUGUST 1, 2020** — No Refund

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## Booth Size and Display

**The allocation and location of exhibit spaces are at the sole discretion of the Sunflower Committee.**

Booth dimensions are 12' wide by 10' deep and are marked on the floor with coloured masking tape. Booth number signs are to be displayed at all times. To avoid conflicts with neighbours, and to ensure visitors easy and safe access, exhibitors are asked to be courteous and apply common sense when setting up their displays. Exhibitors are responsible for bringing their own display equipment, hanging supplies, etc. **Tables measuring 3x8 feet belonging to the Gallagher Centre are available for exhibitors on a first come, first serve basis.**

No more than two exhibitors may share a booth.

**Signs offering price reductions are NOT permitted to be displayed.**

Please ensure that you are set up and ready for opening each day.

**Exhibitors with verbal or visually inappropriate merchandise may be asked to remove them from view as determined by the Yorkton Arts Council.**

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## Registration & Set Up

**SET UP: Friday - 8:00 a.m. to 4:45 p.m.**

**BEFORE set up** all exhibitors are asked to check in at the **Registration Desk**, open from 8:00 a.m. to 4:45 p.m. **The desk is located in the main lobby of the Gallagher Centre building.**

Exhibitor badges be issued. Vehicle ID corresponding with your booth number will be distributed at this time. We ask that you display your Vehicle ID on the dash of your automobile immediately after unloading, please move your vehicle from the loading area to the parking lot.

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### **Take Down**

The dismantling of your **booth shall not commence before the 5:00 p.m.** closing on Saturday.

**Remember to remove the masking tape that marks your booth area when dismantling your display.**

Please turn in your booth number sign and exhibitor badge to the Sunflower Information desk in the Flexihall.

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### **Note to food booths**

All food must be prepared ahead of time and pre-packaged. **No food preparation or cooking should occur on the sales floor.** You may have samples available for tasting.

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### **Hospitality**

There is a designated area for an exhibitor's lounge which located off the main lobby of the Gallagher Centre. Coffee will be available for all exhibitors on Saturday from 9 a.m. - 3 p.m. The Sunflower volunteers will be wearing gold coloured Sunflower t-shirts. If you are in need of assistance, please contact one of our volunteers.

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### **Booth Relief- Saturday Only**

The Sunflower volunteers will be providing 15 minute booth relief for exhibitors who are manning their booths alone. Upon registration, an exhibitor may submit his/her name for booth relief from 12 to 2pm.

**Volunteers will not transact any sales during exhibitor's absence.**

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### **Fire Regulations**

#### **No open flames allowed**

To ensure a safe weekend, we ask that you adhere to the National Fire Code 2.4.7.1- Electrical Installations. The following guidelines are to be followed:

- a) Minimum extension cord size shall be 14 gauge; all extension cords must have a ground (3 prong).
  - b) Frayed or damaged cords shall not be used.
  - c) Cords shall not be bundled to inhibit heat dissipation.
  - d) Manufactured cords must have markings from a recognized testing agency (CSA,ULC).
  - e) Exit pathways are to be maintained at all times.
  - f) Exhibits are not to block access to, or visibility of, any marked exits.
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### **Security**

Overnight security is provided. The organizers assume no responsibility for any loss or damage that may occur.

**We strongly recommend that all money be removed from your booth overnight.**

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### **Sales Taxes**

When applicable, exhibitors are required to collect and remit all appropriate taxes.

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**Insurance**The exhibitors are responsible for obtaining any insurance related to their participation in Sunflower. Neither the **Yorkton Arts Council**, show committee, nor their officers, nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of set up, show duration, and take down.