

# The Peterborough Guild of Arts and Crafts

[www.thehandofman.ca](http://www.thehandofman.ca)

## Criteria for Exhibitors Participating in The Hand of Man Art & Craft Sale

1. All products for sale at the show must be handcrafted by the exhibitor.
2. Manufactured items are not permitted in their original state for resale or with minor changes.
3. Exhibitors must submit 5 photos of their work with their application. If you wish your photos returned please include a SASE. The photos can also be emailed to thehandofmanptbo@gmail.com.
4. Your booth must be set up by 3:30 p.m. for screening and fire inspection.
5. Art prints may be sold if the exhibitor created the original.
6. Kits and unfinished product may not be offered for sale.
7. Only items listed in your application will be allowed. All scented items must be wrapped due to allergies for vendors/customers.
8. The Guild reserves the right to ask you to remove items that have not been included in your application.
9. If you wish to change your product after acceptance into the show please notify the guild 30 days prior to the show.
10. No refund on tables ordered and not used.
11. **Cancellation/refund deadline is August 31st.**
12. The Morrow Building will be available from 10:00 a.m. until 3:30 p.m. for set up on the Friday.
13. Pick up your registration package with booth number and passes upon entry. The Exhibitor and their Associates must wear The Hand of Man Name Tags at all times.
14. Do not pin/attach anything to the curtains. You may use a hanging device over the top rod. Any damage will be charged to the exhibitor.
15. Tables must be covered to the floor.
16. Exhibitors must supply their own spot lights and extension cords. Please make sure they are CSA approved for safety. A 50' extension cord is suggested due to the placement of the hydro drops.
17. Sound systems are not permitted.

18. Those exhibitors selling food products are asked to apply for a Special Events Food Vendor application through the Peterborough Public Health. This can be done online. We will need to receive a copy of the application by August 31<sup>st</sup>. Please also post signs asking the public to enjoy their food purchases in the seating area provided.

19. Parking during show hours should be in the area on the west side of Roger Nielson Way to leave spaces close to the building for customers.

20. "Sale" signs and sale price tags are not permitted. The product must remain the same price for the duration of the show.

21. We ask you to use unmarked bags, not grocery or retail bags with logos.

22. Proof of vendor liability insurance (**minimum of \$ 2,000,000.00**) must be provided either by email or attached at time of application. It must be in form of a **Certificate of Insurance** with the following information:

**Additional Insured: The Peterborough Guild of Arts & Crafts and The Corporation of the City of Peterborough, Morrow Building, 155 Lansdowne St. W.**

Be valid for the duration of the event including set up and take down: **October 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup>, 2024.**

The insurers providing coverage must be licensed to transact business in Ontario.

Without proof of insurance application will not be accepted.

23. Lighting of candles is not permitted.

24. The Morrow Building is a **smoke free** facility.

25. The Guild will consider the sale of raffle tickets with the appropriate license for not for profit organizations.

26. Please dress appropriately. Our Friday night dress code is **black and white**.

27. It is the responsibility of the exhibitor to collect the appropriate taxes. Tax **inspectors do make the round of shows unannounced.**

28. Friday October 25<sup>th</sup>, 2024     5:00 p.m. - 9:00 p.m.

29. Saturday October 26<sup>th</sup>, 2024   9:00 a.m. - 4:00 p.m.

30. Sunday October 27<sup>th</sup>, 2024   11:00 a.m. - 4:00 p.m.

**It is suggested you make a copy of your application form for reference purposes.**

**Please keep this sheet for set up times and other pertinent information.**

Application for

# The 47<sup>th</sup> Annual Hand of Man Art & Craft Sale

Friday October 25<sup>th</sup>, 2024 5 p.m.-9 p.m.

Saturday October 26<sup>th</sup>, 2024 9 a.m.-4 p.m.

Sunday October 27<sup>th</sup>, 2024 11 a.m.-4 p.m.

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Presented by

The Peterborough Guild of Arts & Crafts

At

The Morrow Building

155 Lansdowne St. W

Peterborough, ON

Application and Contract Agreement

***Please Print***

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

I wish to share my booth with \_\_\_\_\_ Phone# \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email Address \_\_\_\_\_

Describe your Art/Craft \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe his/her Art/Craft if applicable. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Booth Space** (A, B, C – please check the size you require.)

A) Curtained Booths, with 4' high sides:  
(Product no higher than 10" above table)

\_\_\_\_\_ 10' X 10' X 4' \$ 190.00

\_\_\_\_\_ 10' X 10' X 4' \$ 200.00 **corner booth**

B) Curtained Booths, with 8' high sides:  
(Display up to 8' available)

\_\_\_\_\_ 10' X 10' X 8' \$ 200.00

\_\_\_\_\_ 10' X 10' X 8' \$ 210.00 **corner booth**

C) 15' booths are also available – 1 ½ times chosen booth space

**Hydro** \$ 20.00 - Yes \_\_\_\_\_ No \_\_\_\_\_

**Tables** are \$15.00 each, size 8' x 30" - Number of tables needed - 0 \_\_\_\_\_ \$ 15.00 - 1 \_\_\_\_\_ \$ 30.00 - 2 \_\_\_\_\_

**Chairs** - Number of chairs needed – 0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_

Cost of Booth: \_\_\_\_\_

+ Hydro, if needed: \_\_\_\_\_

+ Cost of Tables: \_\_\_\_\_

= Cheque enclosed: \_\_\_\_\_

I/We will distribute (please specify # of) \_\_\_\_\_ advertising flyers of the show.

**CANCELLATION/REFUND DEADLINE IS AUGUST 31<sup>ST</sup>, 2024**

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**CONTRACT: ALL EXHIBITORS MUST SIGN THIS AGREEMENT**

I/we, the undersigned, after reading them, agree to the criteria for the Hand of Man Show.

Proof of Liability Insurance/Certificate of insurance emailed \_\_\_\_\_ or attached \_\_\_\_\_

I/we shall in no way hold the Guild or the Morrow Building responsible or liable for theft, fire, etc. during the show.

I/we agree to remain on the premises or to have my/our booth staffed in my/our absence during show times and until 4:00 p.m. on Sunday.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please email this application ahead and once accepted email the certificate of insurance and e-transfer to [thehandofmanptbo@gmail.com](mailto:thehandofmanptbo@gmail.com). Or by mail with cheque or money order for all fees required made payable to **The Peterborough Guild of Arts and Crafts, 121 Marina Blvd., Peterborough, ON, K9H-6M7**. Cheques must be dated for the same date as the application. All NSF cheques will be subject to a \$25.00 service charge.

Inquiries may be directed to [thehandofmanptbo@gmail.com](mailto:thehandofmanptbo@gmail.com) or (705)927-1065 Rhonda Handlechner.