



Glebe Neighbourhood Activities Group  
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# Glebe Craft & Artisan Fair 2022

## Information Sheet

November 19 & 20 and / or Nov 26 & 27

**Application Deadline June 15, 2022**

### **Jury process:**

- The jury makes their decision with the primary basis for acceptance being the quality, originality and craftsmanship of the work to be sold.
- You must be the designer, creator and producer of the work to be sold. Only work produced by you or under your direct supervision will be considered. All products must be made in Canada.
- To ensure this process is fair and efficient, your application must include 6 LABELLED photographs representative of what you will be offering for sale **regardless of previous participation in other shows.**
- Electronic images in jpeg or png only (each no larger than 500 KB) are REQUIRED, do not combine images into one document.
- If you wish to change or add to your product line after your application, please inform **GNAG**. Inclusion of jewellery must be noted.

**The jury will NOT review an application without photos.**

If you need help resizing an image: <https://www.adobe.com/express/feature/image/resize>

If you need help converting your image to JPEG: <https://image.online-convert.com/convert-to-jpg>

**Make sure one of those photos is clear enough to be used for advertising and promotional purposes.**

### **Facility:**

- **GNAG** will provide one table (6ft x 2 ½ ft) and one or two chairs. See floor plan for table locations.
- Some tables will have access to electricity, note the **E designation**
  
- A = \$160.00
- AE = \$175.00
- B = \$185.00
- BE = \$200.00
- CE = \$225.00

### **Set up and dismantle time:**

- Set-up commences at 8:00 am Saturday
- All tables must be ready for the public by 10:00 am.
- Saturday hours: 10:00 am to 5:00 pm
- Sunday hours: 11:00 am to 4:00 pm
- Artisans may commence packing and dismantling their tables at 4:00 pm Sunday.

### **Advertising:**

Notices of the Fair will be put up in the Glebe area, on our website, social media, sign boards will be displayed, ads placed in local newspapers (e.g. OSCAR, Glebe Report etc...) and a PSA announcement will be sent to the media.

Occasionally we have spots on TV, with CTV and Rogers. We will provide you with digital versions of our poster, which you are encouraged to print and post in your area, at work and post on your social media.

### **Health & Safety Protocols - updated March 30, 2022:**

The COVID-19 pandemic is an ever-evolving crisis that continues to impact planning for all events. Final applicable rules and regulations will be published closer to the event dates. Based on recent developments, as of March 30, 2022, here are guidelines you can expect to be in place.

- **Proof of Vaccine:** Proof of vaccination for exhibitors, staff, visitors, and all other persons WILL NOT BE required to enter or work at the show.
- **Face Covering** (masks): Face coverings WILL NOT BE required to enter or work at the show.
- **Food Sampling:** Food sampling WILL BE permitted.

**Please note that these Health & Safety Protocols are subject to change.**

### **Cancellation Policies:**

1. If you choose to cancel after payment but before the payment deadline, a refund less a 7% admin fee will be given.
2. If you choose to cancel after the payment deadline of Oct 12, 2022, a refund less a 7% admin fee will be given only in the case where a replacement (of GNAG's choosing) can be found.
3. If the show is cancelled due to COVID or any other reason, GNAG will issue full refunds with no fees.

### **IMPORTANT:**

If the show proceeds, even with restrictive COVID-19 protocols in place, including fully vaccinated requirements for exhibitors, masks etc., all cancellations will be subject to our #1 and #2 cancellation and refund policies.

In other words, if Covid Protocols of vaccinations, masking and no food sampling are reinstated, the show will go on.

**HELP PROMOTE THE FAIR, IT BENEFITS EVERYONE!**

**Please KEEP this document for your records.**

If you have questions, please contact [clare@gnag.ca](mailto:clare@gnag.ca).