

**ARTISAN INFORMATION SHEET
2004 SUNDOG HANDCRAFT FAIRE**

Location: **Saskatchewan Place**, 3515 Thatcher Avenue, Saskatoon, SK. Saskatchewan Place is a multi-functional trade, sports and entertainment center with a seating capacity of over 13,000 for concerts and unlimited traffic numbers for trade and business shows. **Sask Place is acknowledged as Saskatchewan’s finest trade show facility.**

Show Dates and Times:	Friday,	December 3, 2004	5:00 p.m. - 10:00 p.m.
	Saturday,	December 4, 2004	10:00 a.m. - 10:00 p.m.
	Sunday,	December 5, 2004	11:00 a.m. - 5:00 p.m.

Set Up:	Friday,	December 3, 2004	9:00 a.m. - 4:00 p.m.
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Take Down:	Sunday,	December 5, 2004	5:00 p.m. - 8:00 p.m.
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Application Deadline: Postmarked May 31st, 2004

Booth Information:

- Single Booth: \$240.75 (GST included) (10' deep/10' frontage) (includes 1-8' table/ 2 chairs)
- Single Corner Booth: \$ 53.50 (GST included) extra
- Double Booth: \$481.50 (GST included) (10' deep/ 20' frontage) (includes 2-8' tables/2 chairs)
- Additional Table: 8' - \$10.70 (GST included) extra
- Additional Table: 4' - \$ 5.35 (GST included) extra
- Chairs: \$2.14 (GST included) extra
- Booth curtains are 8' high at the back and 4' high at the sides.

Sundog is held at Saskatchewan Place on both the arena and concourse levels (both levels have first class load in/load out capacities). A floor plan is unavailable at this time, however, accepted marketers will be assigned their booth allocation with every attempt to satisfy location and space preferences. Corner & double booths will be assigned on a draw basis if demand exceeds supply.

Booth sharing by individuals is encouraged but these must be approved by the Board of Directors. Each exhibitor must be a Sundog member and juried individually.

- **ALL FEES ARE DUE WITH THE APPLICATION FORM AND WILL BE PROCESSED AS RECEIVED.**
- **A CASHED CHEQUE DOES NOT CONSTITUTE ACCEPTANCE TO THE FAIRE.**
- **APPLICATIONS THAT ARE RETURNED N.S.F. WILL BE RULED INELIGIBLE.**

A late charge of \$53.50 (GST included) will be added to the basic booth fee on applications postmarked after May 31, 2004

ALL APPLICATIONS MUST BE POSTMARKED MAY 31, 2004

NO REFUNDS WILL BE MADE AFTER AUGUST 31, 2004

Electricity

If you require electricity in your booth, please complete the SaskPlace electrical application form and return this with your Sundog application and a post-dated cheque for September 1, 2004 for the correct amount (**make the cheque payable to SaskPlace**) or fill in the credit card information on the form.

Jurying:

Each application must be accompanied by **a minimum of 3, maximum of 6 current slides** that are typical of the product to be sold. **POOR QUALITY SLIDES WILL NOT BE CONSIDERED. NO PHOTOGRAPHS PLEASE!** Slides must be marked with your name, a red dot in the bottom left hand corner of the front of the slide, and a slide number to correspond with the slide list on the application form. Enclose a stamped(min.\$0.98), self-addressed business sized (min 19cm x 27cm or 8 1/2" x 11") envelope for slide return. **Applicants must be the producer of the work sold at the Faire.** Except in rare circumstances, work made from a commercial kit or mould will not be considered acceptable.

Booth:

While your preferences will be considered, Sundog reserves the final decision as to location. We strive for a well balanced show. **Booth signs are the responsibility of the individual exhibitors.** It is important that these be clearly visible. Your assigned booth number must be displayed at **all** times. Tables in the booth must be skirted and covered, with no visible cartons or boxes showing. **During the Faire you will be asked to remove any articles that have not been itemized on the application and accepted.** Booths will be evaluated during the show. **Please do not conduct business in any manner outside your display booth.** This includes the distribution of literature, product demonstrations or any other method of soliciting sales.

Security:

The Sundog Arts Society will provide 24-hour bonded security throughout the Faire. **We do not, however, assume responsibility for damage, theft, or loss of an exhibitor's work or display.**

Miscellaneous:

- Sundog Arts Society GST Registration number is **12612 9634 RT**
- Exhibitors are required to meet all federal and provincial tax requirements. **Provincial sales tax must be charged.** We are required to submit a list of exhibitors to the Department of Finance, Revenue Division. Exhibitors are responsible for obtaining a temporary tax number if you don't already have one. For further information on this, call 1-800-667-6102.
- You are responsible for looking after your own cash.
- Specific unloading times will be assigned. Please contact the coordinator with any questions.
- Food is allowed in the booth at your own discretion (only for marketers). No food will be allowed by the general public in the craft areas.
- The membership fee in the Sundog Arts Society remains at \$5.00 per person per year. This covers mailing charges for application forms and information sheets as well as annual meeting notification and voting privileges. The membership fee is non-refundable..

PLEASE CONSIDER OUR PATRONS AND PARK ACCORDINGLY !!

Coordinator: Diane Boyko-Banda

Mailing Address: Sundog Arts Society

P.O. Box 7183

Ph/fax -384-SDOG (7364)

Saskatoon., Sk. S7K 4J1

sundoghandcraftfaire@sasktel.net

www.sundoghandcraftfaire.com

DO NOT WRITE IN THIS AREA: Office use only

Booth App. Rect. #.:_____ Membership Rect. #.:_____ Booth #_____

No. Of Slides:_____ Money Received:_____ Amount Owning:_____

Accepted:_____ Waiting list:_____ Not Accepted:_____

2004 SUND OG HANDCRAFT FAIRE APPLICATION FORM

(Please Print)

Name (s) of Participant (s):_____

Name of Business:_____

Address:_____

Postal Code: _____

E-mail:_____ Phone:_____

Were you juried and accepted into the 2003 Sundog Handcraft Faire YES_____ NO_____

List previous years participation Sundog:_____

Type of Craft: _____

Product List: _____

Sharing a booth with: _____

(THIS PERSON MUST BE JURIED AND SEND IN AN APPLICATION AS WELL.)

BOOTH REQUIREMENTS				
Item Required	Quant	Cost/Item (GST Included)	Item Total	Subtotal
Sundog Society Membership/Receipt # _____ (annual, not refundable)		\$5.00		
Single Craft Booth (includes 1 - 8' table & 2 chairs)		\$240.75		
Single Corner (additional fee)		\$53.50		
Double Craft Booth (includes 2 - 8' tables & 2 chairs)		\$481.50		
Double Corner (additional fee)		\$107.00		
8' Table (additional fee)		\$10.70		
4' Table (additional fee)		\$5.35		
Chairs (additional fee)		\$2.14		
Electricity: If electricity is required a separate cheque (post dated, Sept 1 st , 2004), payable to SaskPlace and completed requisition must accompany this application.				
TOTAL				
Late charge if postmarked after May 31/04		\$53.50		
TOTAL				

CHEQUES PAYABLE TO: SUND OG ARTS SOCIETY.

- NO POST DATED CHEQUES ! MONIES PROCESSED AS RECEIVED.
- A CASHED CHEQUE DOES NOT CONSTITUTE ACCEPTANCE TO THE FAIRE.
- APPLICATIONS THAT ARE RETURNED N.S.F. WILL BE RULED INELIGIBLE.

Location Preference (please circle): Main Floor or Concourse. Unloading Preference: 9:00 a.m. 10:00am 11:00am

Special Requirements (re: location): _____

I expressly understand and agree that should any contingency interrupt or prevent the holding of the Sundog Handcraft Faire, or in the event of a cancellation of the facility associated the Faire, the liability to Sundog Arts Society Incorp. is limited to a refund to myself of booth fees. ***Membership fee is non-refundable.*** I further understand that in the event of such cancellation or interruption, that Sundog Arts Society Incorporated is in no way liable for any losses I may suffer thereby, including but not limiting the generality of the foregoing, any loss of income I may suffer thereby.

I attest that my craft is my own original work, and it has not been created with a commercial mold or a kit. I also attest that I understand and agree to the rules as stated in the 2004 Information sheets.

*****DEADLINE IS MAY 31ST, 2004*****

Slide Number: **Materials and description:**

[illegible]