

VENDOR VILLAGE



UFEST 2022

ART IN THE
VILLAGE
APPLICATION



NEW LOCATION!

UFest 2022 is moving to a bigger,
better location in Borden Park!

WHY PARTICIPATE?

An excellent opportunity to showcase and sell your art to thousands of people over 2 days!

The Vendor Village is located in a high-traffic zone. All attendees will pass by the Vendor Village!

Affordable - excellent return on investment

Space in a shared tent, power, table/chairs, security and overnight storage provided.

Extremely well-organized event

A committee liaison is available to attend to your needs before and during the festival.

Exceptional marketing

The festival, Vendor Village and individual vendors are highly profiled on many UFest media platforms and our new interactive website!

DETAILS

- We are offering artists an opportunity to showcase and sell their art in a shared tent, dedicated just to artists.
- Located within our Vendor Village, this is an opportunity to participate as a vendor, without the cost of a full vendor tent. The Art In The Village tent will house several artists under one roof, giving each artist their own dedicated section to display and sell their art. Each section will be approximately 9' x 9' in size and will be open concept (no dividers, draping etc.)
- The artist will be responsible for supplying their own mechanisms to display their art on. A 6' or 8' table and 2 chairs will be provided if requested. Power will be available. Extension cords and power bars are the responsibility of the artist.
- Only a limited number of artists can be accommodated. The selection of artists is at the discretion of the Vendor Committee. Submitting an application does not guarantee acceptance.
- Overnight security, in a locked building will be available for your art if needed.

CRITERIA

Each artist's area must showcase ORIGINAL artwork. Posters, giclées, computer print-outs and photocopies may only be a minimal part of your display. Artwork will be accepted in the following mediums:

- Oil painting
- Acrylic painting
- Watercolour painting
- Encaustic painting
- Drawing (graphite, charcoal, soft or oil pastel, other dry media)
- Sculpture (stone, clay, metal)
- Mosaic painting
- Printmaking (etching, silkscreen, lithography, woodcut, linocut)

HOW TO APPLY

- Complete the application form
- Submit application by scan/email or by mail **before February 28, 2022**
- Etransfer deposit (or include a cheque with a mailed-in application)

FESTIVAL DATES

- Friday, May 27, 2022 **5pm - 11pm**
- Saturday, May 28, 2022 **11am - 11pm**
- Village closing hours may differ

FEES

- **\$175**
- Tables, chairs, power included
- A deposit of **\$75** is required with your application. It will be refunded should your application not be successful.

IMPORTANT DATES

- **February 28, 2022** - Deadline for receipt of applications
- **April 1, 2022** - Successful vendors will be notified
- **April 15, 2022** - Balance of vendor fee is due



Please read thoroughly and complete all sections.

Artist/Company Name

Your Name

Email Address

Cell Ph #

Alternate Ph #

Mailing Address

City / Province / PC

Website

Type of Art

**Photos of samples of your work are required with this application*

Do you require power?

☐

Yes

☐

No

If yes, please provide a complete list of all electrical equipment you will be using and accurate power rating (in amps) for each item, regardless of how small the equipment. You will be required to supply your own power bars and extension cords. **While the tent will have lighting, we recommend lighting your own area.**

Do you require tables/chairs?

☐

Yes

☐

No

If yes, please indicate

☐

6' table

☐

8' table

☐

1 chair

☐

2 chairs

Do you have any special requirements?

☐

Yes

☐

No

If yes, please elaborate here:

YOUR STORY

Please provide a brief history of your journey as an artist. This information may appear on the UFest website, in UFest literature and shared by festival MCs.

NOTE - This must be provided, even if you are a returning vendor.

THE FINE PRINT

Please read through to the end as you must sign this document

Terms of Agreement

1. FEES

The \$75 deposit fee is due with your application as per the dates noted on page 3.

UFest accepts e-transfer payments to ufestfinance@gmail.com or cheques or money orders made payable to Edmonton Ukrainian Festival Society. A \$50.00 service charge will be levied for NSF (non-sufficient funds) cheques. If payment is more than 24 hours late, after the due dates specified, the contract will be cancelled or a \$100.00 late fee will be charged. If applicable, the Vendor will lose all deposit fees paid.

2. SITE HOURS

The 2021 UFest Edmonton Festival takes place May 27 – 28, 2022. Site hours are: Friday, May 27: 5 PM to 11 PM and Saturday, May 28: 11 AM to 11 PM. Art In The Village vendors must be **set up by 1pm on May 27, 2022** to accommodate necessary inspections and must remain open for the duration of the Vendor Village hours.

3. LOAD IN SCHEDULE

The vendor Load-in Schedule will be provided to vendors by the UFest Vendor Committee as soon as logistics details are finalized. All vendors must comply with the Load-in Schedule as set. **NO EXCEPTIONS WILL BE MADE.** Vendors are not to arrive prior to their set time. Festival Security will be on site to ensure all Vendors comply with their designated times.

4. LOAD OUT SCHEDULE

All vendors and equipment must be off site by midnight, Saturday, May 28, 2022. Site must be left clean and free of all product, equipment, garbage and debris.

5. ALLOTMENT AND USE OF SPACE

The signed vendor contract is a limited license to use UFest's site for the purpose of doing business. The vendor may occupy only the space that has been specifically allotted to them. Booth space may not be shared unless agreed upon in writing by the UFest Vendor Committee. Only approved products/services can be sold.

6. SIGNAGE AND ADVERTISING

Vendor signage must be professional-looking (no handwritten signs) and fit within your designated space. Sandwich boards are only permitted within the total space allotment of the booth and may not protrude outward.

7. INSPECTIONS

Inspectors will be on site to ensure all safety standards are adhered to. All instructions and advisements by the inspector must be adhered to. To not do so is grounds for removal from the Festival.

8. FIRE INSPECTIONS

The City of Edmonton Fire Inspector has the authority to inspect any vendor structure at any time.

9. PARTIAL PARTICIPATION

All UFest vendors must provide their services for the entire length of the Festival (2 days). One day only vendors will not be accepted.

10. BEVERAGES

Vendors will be permitted to sell non-alcoholic beverages such as bottled water, carbonated beverages, juices. NO alcoholic beverages may be sold by vendors. Sales of alcoholic beverages are the exclusive right of the UFest. No alcohol consumption will be permitted in the Vendor Village.

11. PARKING

There is NO vendor parking (including recreational vehicles) or camping anywhere on the Festival grounds. Vendors caught parking on the Festival grounds will be towed at the vendor's expense. Parking will be available for vendors' use adjacent to Festival site.

12. GARBAGE

Personal garbage removal is the responsibility of the vendor during move in, throughout the Festival, and load out. During the Festival, all artists must keep their area clean. No boxes or garbage are to be stored behind the booth and under no circumstances are vendors allowed to use garbage receptacles designated for public use. A large, commercial garbage bin will be accessible for your trash.

13. ON SITE CONDUCT

Vendors shall familiarize themselves with, and observe all applicable bylaws. Neither vendor staff nor the booth products can encroach on another vendor space and signage must be contained within the purchased space. The UFest Vendor Committee will arbitrate all disputes between vendors, or between vendors and the public. UFest reserves the right to cancel a vendor's contract if public conduct is deemed consistently or extremely offensive. All decisions made by the UFest Vendor Committee are final.

14. SECURITY

Security personnel will be on site at the Festival; however, UFest will not be held responsible for lost or stolen property. In case of security or safety questions or concerns during the Festival, please contact UFest Administration at a phone number to be provided before the event, or speak with a member of the UFest Vendor Committee. Overnight storage in a locked facility will be available to vendors if desired.

15. VENDOR ON-SITE STAFF

All vendor employees/volunteers must be at least 15 years of age, as per provincial law. Any person left in charge of a booth must at least 18 years of age. If the owner, or person signing the Vendor Contract will not be on site daily at the Festival, the name of the person responsible for the booth, as designated by the licensee, must be made known to the UFest Vendor Committee.

16. VENDOR SELECTION

Applying to be a UFest Vendor does not guarantee you space at the Festival. Vendors are selected to participate based on providing the best possible patron experience at the UFEST Festival. All application information must be complete and accurate. Failure to complete all areas will delay your application. From the information provided, we will choose vendors and allocate space as fairly as possible.

17. BOOTH ASSIGNMENT

Artisan/retail vendor booths will be assigned by the UFest Vendor Committee taking into consideration a number of variables. The Committee cannot guarantee space location; however, a vendor may request a certain location for consideration.

18. COMPLIANCE

Vendors, their representatives, agents and employees will comply with all general rules and regulations prescribed by the Festival Board. The vendor certifies that this information will be properly and completely communicated to its associates to ensure complete compliance.

19. GOODS AND SERVICES

UFest is a family-oriented event and the sales of any kind of harmful, illegal or offensive items or services are prohibited. The decision of the Festival Board is final.

20. RAIN-OUT POLICY

In the event of inclement weather, the Festival Board will assess the situation and determine if it necessary to close down booths at the festival and call a rain out. Vendors will be informed if this is the case by the Festival staff. No vehicles will be allowed on the festival grounds until the general public is cleared of the festival area. No refunds will be made due to weather conditions.

21. UFEST LOGO

Vendors are not permitted to use the UFest logo, name, or likeness on any items they offer without expressed permission by the UFest Vendor Committee.

22. VENDOR IDENTIFICATION

All Vendors must wear a UFest identification badge during festival hours. Identification badges will be provided upon check-in to the festival.

23. FORCE MAJEURE

Neither the Vendors nor UFest will be held liable for failure to perform its obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labour difficulties or strike, inclement weather, epidemic, interruption or delay of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the performer and UFest.

24. INDEMNIFICATION

The Vendor is responsible for their conduct. UFest will be compensated by the vendor for any and all damage done to UFest equipment and festival site by the vendors, their agents or guests. The vendor indemnifies and holds UFest staff, volunteers and committee members harmless for any and all property damage or personal injury that results from or is related to the vendor that is not directly caused by the UFest.

25. GOVERNING LAW

UFest and the vendors submit to the jurisdiction of the courts of the Province of Alberta for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the Province of Alberta.

26. GOOD FAITH

UFest and the vendors agree to perform their obligations under this Agreement, in all respects, in good faith.

1/We, the undersigned, hereby acknowledge that we have read the 2021 UFest Vendor Terms of Agreement and understand its content, importance and meaning.

Vendor 's Name _____

Vendor 's Signature _____

Witness Name _____

Witness Signature _____

Date _____

NEXT STEPS

- ☐ complete pages **5, 6** and **12**
 - ☐ create a sketch/layout of your space within the Art In The Village tent
 - ☐ take photos of samples of your work
 - ☐ scan and email the above to: **ufestvendors@gmail.com**
 - or
 - ☐ mail to: **UFest Vendor Committee**
PO Box 70072 Londonderry
Edmonton, AB T5C 3R6
 - ☐ mail a cheque for your \$75 deposit to the address above
Cheque to be made out to: **Edmonton Ukrainian Festival Society**
 - or
 - ☐ etransfer your \$75 deposit to: **ufestfinance@gmail.com**
- * When etransferring money, be sure to clearly indicate (in the message field) whom the transfer is from (eg. Annie's Art – Art In The Village Vendor).*

QUESTIONS?

Email us at: **ufestvendors@gmail.com**