

1st Annual Railway City Handmade Show

Sunday, September 15, 2019

10:00am-4:00pm

CASO Station

750 Talbot Street, St. Thomas, ON, N5P 1E2

<http://casostation.ca/>

2019 VENDOR APPLICATION

Application Deadline: **April 30, 2019**

Remember to follow and share us on Facebook at "Railway City Handmade Show"

Applicant's Name: _____

Please print clearly!

Business Name (if applicable): _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Email: _____

Your Facebook Page and/or Website Address:

CATEGORY:

Circle which category your items fall under:

Body Care, Candles, Ceramics, Christmas Décor, Clothing, Fabric/Textiles, Fashion Accessories, Fine Art, Food/Flavours, Furniture, Glass, Home/ Outdoor Décor, Jewellery, Leather, Pets, Photography, Pottery, Sculpture, Stained Glass, Weaving, Wood, Other _____

Please give a detailed description of your work to be sold at the Railway City Handmade show:

Note: The Railway City Handmade show is a juried show and all applications will be reviewed by our jury prior to acceptance. Applicant must be the designer and creator of your art or products (with few exceptions), and your art must be made in Canada. Your application will be juried for quality of workmanship, creativity and originality of items, as well as booth design and innovation.

- * Please include 5-10 images of samples of your work to be sold at the Railway City Handmade Show, including at least 1 image of your work space with a work in progress. (Printed photos can be returned if you include a self-addressed, sufficiently stamped envelope.)
- * Include at least 1 image of your booth display. Preference given to inventive displays and skillful merchandising.

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EXHIBIT SPACE:

AREA	SIZE	FEE	TOTAL
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Inside small	8' wide x 5' deep	\$ 60	
Inside medium	10' wide x 6' deep	\$ 75	
Inside large	10' wide x 10' deep	\$ 100	
Exterior front - boardwalk	10' wide x 6' deep	\$ 75	
Exterior rear - boardwalk	10' wide x 10' deep	\$ 100	
Exterior rear - grass	10' wide x 10' deep	\$ 100	
Hydro - inside only		\$ 10	
8' Tables - max 2 Limited available, 1 st come 1 st served	Table #1	\$ 10	
	Table #2	\$ 10	
(2 chairs will be provided to each booth)		TOTAL:	\$

Send application (by April 30, 2019) to:

By post: **CASO Station, Attention: Nancy, 750 Talbot Street, St. Thomas, ON, N5P 1E2**

By email: **railwaycity2019@gmail.com**

Applications that are received after April 30, 2019 will still be considered, and acceptance will also be dependent upon space availability.

Acceptance and payment:

The Railway City Handmade Show is a juried show and your application will be reviewed by our Jury. You will be notified of your acceptance by May 15, 2019 and further event details will be provided at that time. If you are accepted, full payment is **due by May 31, 2019** by e-transfer or cheque.

E-transfers can be made at: **nancy@casostation.ca**.

Cheques should be made payable to: **CASO Station**. Postdated cheques will not be accepted.

NSF payments subject to \$25 service fee.

Questions ???

Please direct any inquiries/questions to: **railwaycity2019@gmail.com**

Telephone: **519-633-2535**

FOR OFFICE USE ONLY:			
Date rec'd: _____	Date accepted: _____		
Date paid: _____	Pay't method: _____		
Confirm sent: _____			
Location: _____	Tables: _____	Hydro: yes	no

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INFORMATION SHEET

THE SHOW

St. Thomas/Elgin County is a hub for artistic talent in Southwestern Ontario. Building on the success of our monthly Night Markets, we are hosting a 100% handmade show that will showcase the best in art and handmade items created by master artisans. This first juried show is hosted by the CASO Station in downtown St. Thomas. Our inaugural show will be held both indoors and outdoors, with room for approximately 60+ artisans. Please note that the majority of available space will be outdoors.

THE VENUE

The CASO Station (Canada Southern Railway Station) is an impressive landmark in the heart of St. Thomas. This recently restored 2-storey railway station, built in 1871-1873, is a first class venue and has become the centre for cultural, music, fundraising and other social events in St. Thomas since its renovation. Almost the entire ground floor has been dedicated as community space, while the upper level is host to offices for our local MP, MPP and other interest groups. For more information on the CASO Station, please visit their website at <http://casostation.ca/>.

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CONDITIONS OF ACCEPTANCE – please initial acceptance of each and send with your application

- Accepted applicant is to be in attendance at show. Acceptance is at the sole discretion of the CASO Station jury. Applicant must be the designer and creator of your art or products (with few exceptions), and your art must be made in Canada.
- No booth sharing, each accepted applicant shall have their own booth space.
- Cancellation Policy** – Accepted applicants who cancel on or prior to June 30, 2019 will be refunded full fee, less a \$30 service charge. No refunds on any cancellations after July 1, 2019.
- Check in upon arrival with CASO staff at main hall entrance prior to set up. Set up information will be provided to accepted applicants prior to show. Wifi access for your POS will be provided at check in.
- Show opens promptly at 10:00am and continues until 4:00pm. **No early departures are permitted.**

Venue and grounds will be open at 7:00am for set up and all booths are to be fully stocked and ready to open by 9:45am. (Due to a large event the evening prior, no set up is available the day before).

- All vendor vehicles to be off the outdoor display area by 9:30am. All vendor vehicles to park in designated vendor parking - it is very close and easily accessible during the day for restocking. No vehicles on the outdoor display area again prior to 4:15pm. Student volunteers will be available to assist with light carrying and can assist you with washroom breaks as well.
- All tables are to be fully skirted to the ground, no plastic tablecloths permitted.
- No open flame permitted.
- All indoor vendors requiring power are to supply their own min. 10 foot extension cord.
- Outdoor vendors must be prepared for inclement weather.** All tents/canopies/outdoor structures are to be equipped with weights as no staking is possible on wooden/brick walkways adjacent to the building. Structures located on grassy areas may be staked, but please be aware that this is former railway land and staking may be very difficult/impossible due to rocks under the grass. **Weights are strongly recommended.**
- All food and flavour vendors agree to have valid permits and adhere to all the safe food handling procedures as may be required by Elgin St. Thomas Public Health and/or Provincial and Federal regulatory departments. (swpublichealth.ca)
- All garbage that you pack in - must be packed out. (ie: boxes, packing materials)

HOLD HARMLESS

The Vendor personally, and jointly and severally, agrees to indemnify and hold NARHF harmless from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with loss of life, personal injury, damage to property or any other loss of injury whatsoever arising from or out of any occurrence in, upon or at the leased premises, the North America Railway Hall of Fame (known as NARHF) or any part thereof occasioned wholly or in part by any act or omission of the Vendor or by anyone permitted to be on the leased premises the North America Railway Hall of Fame by the Vendor. If NARHF shall, without fault on its part, be made a party to any litigation commence by or against the Vendor, then the Vendor shall protect indemnity and hold NARHF harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by NARHF in connection with such litigation. The Vendor shall also pay all costs, expenses and legal fees that may be incurred or paid by NARHF in enforcing the terms and covenants and conditions of this Agreement, unless a court of law shall decide otherwise.

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INSURANCE

The Vendor can obtain and maintain general liability insurance at its own expense, in a form satisfactory to NARHF and in an amount no less than \$2,000,000 (two million dollars) and provide evidence of the insurance no less than 30 days prior to the use or occupation of the facilities. Such insurance shall include NARHF as additional insured with respect to the Vendors operations and obligations under the agreement. Further, such insurance shall not be canceled or permitted to lapse unless the insurer notified NARHF in writing at least thirty (30) days prior to the date of the cancellation or expiry. These conditions relating to insurance shall be deemed a breach of the Agreement.