

**Friends of the Central
Experimental Farm**



**Les Amis de la Ferme
expérimentale centrale**

February 1, 2015

Dear Artist:

We are pleased to invite you to participate in our annual "Art on the Farm" event to be held outdoors on **Saturday, August 15th with a rain date of Sunday August 16th, 2015.**

A popular fundraiser for the Friends of the Farm, this Art event is held outside on the grounds of the Arboretum behind Building 72 at the Central Experimental Farm. The event will be run from 10am to 4pm.

Taking part in this event will provide you with a unique opportunity to display your art among the trees of the Central Experimental Farm. Visitors to the event will enjoy the relaxed atmosphere provided by the backdrop of the trees as they pass among the displays. It is our hope that you will consider working on an ongoing piece during the event. We are attaching a information sheet and registration form.

We look forward to having you participate in our annual Art on the Farm event.

Yours truly,

Donna Pape
Director, Friends of the Farm

Friends of the Farm is a non-profit charitable organization. Our mandate is to maintain, preserve, enhance and protect the Arboretum and the Ornamental Gardens on the Central Experimental Farm. We are able to do so by fundraising with events and exhibits such as this one.

ART ON THE FARM 2015
EXHIBITORS INFORMATION SHEET

When: Saturday August 15th, rain date Sunday August 16, 10 am to 4 pm.

Cancellation on Saturday August 15th: If it calls for rain on Saturday August 15th, the event will be cancelled and held the next day, Sunday August 16. Each Artist will receive a telephone call from an FCEF Representative letting them know the event has been cancelled no later than Friday night, August 14, at 8pm. **Please check our website at www.friendsofthefarm.ca for updates.** On Sunday August 16, please come prepared to protect yourself and your art in case of light rain during the event.

Cancellation of the Event: Should both days of the event be cancelled, each artist will receive a phone call and or email as soon as the decision has been made. **Please check our website at www.friendsofthefarm.ca for updates.** A full refund of registration fees will be made.

Location: The exhibition will be held on the grounds of the Arboretum behind Building #72 on the Central Experimental Farm.

How do I register: Complete an Art on the Farm Registration Form and mail it with your payment to: **Friends of the Farm, Building #72, Arboretum, CEF, Ottawa, ON, K1A 0C6.** Please **post-date** cheque for July 15, 2015, made payable to: **Friends of the Farm.**

What is the registration fee: \$75.00

When do I set up: Check in begins at 8am at the registration desk and must be completed before 10am. After checking in, you may choose any place on the grounds of the Arboretum behind Building #72. Please respect other artists placement when choosing your site.

Where do I park: After you have set up, you will be asked to remove your vehicle to another location leaving space near Building #72 for visitors. You will receive parking instructions when you arrive at the FCEF registration table.

How do I display my work: You must supply your own display apparatus. You are welcome to erect a tent or shade canopy. Keep in mind that you will have approximately a ten-foot square space. We suggest that you bring supplies to secure the cover in case of wind.

FCEF Peg Boards: No longer available.

What can I display: Items must demonstrate originality and high levels of craftsmanship. Items may be in any medium – canvass, wood, fabric/fibre, metal, ceramic, etc. The selling of any

kind of mass-produced goods is not permitted. All items must be original, unique and handmade by the artist registered with the event.

How do people pay for their art: Artists will be responsible for handling their own sales transactions. Credit Card services are not available.

What if I have to cancel: If cancellation is more than 21 days prior to the event, you will receive a 100% refund of your registration fee. If cancellation is between 14 and 21 days prior to the day of the event, you will receive a 50% refund. For cancellations less than 14 days prior to the day of the event, there will be no refund. Cancellation notification must be received in writing.

Food: Water, soft drinks, tea and coffee will be available for purchase.

Washrooms: There are public washrooms available at the south end of Building #72.

Clean-up: Participants are responsible for cleaning their own areas. Please leave your display area as you found it.

Participant Agreement

1. I waive all liability on the part of the Friends of the Central Experimental Farm (FCEF) and Agriculture Agri Food Canada (AAFC) for personal injury or damage or loss of my property on the Central Experimental Farm (CEF) by theft, fire or other causes during the FCEF Art on the Farm taking place August 15, 2015 or on August 16th, 2015 in the event of rain. I understand that neither the CEF, AAFC or FCEF will cover any loss or theft with insurance and that I am solely liable for the property while it is located on the CEF. For the purposes of liability, the property is deemed to be in my possession while on the CEF. This is binding on my heirs and assigns.

1. I agree that the organizers maintain the right to exclude any items deemed unsuitable in terms of quality or subject matter. All items displayed in my area are hand-crafted and made by me. No imports or work from kits.

2. I agree to pay the appropriate registration fee according to the fee schedule outlined on the registration form and exhibitors information sheet.

3. I understand that if I am committed to remain at the event until the time of closing.

4. I understand that if I cancel my registration more than 21 days prior to the event, a full refund will be issued. If cancellation is between 14 days and 21 days prior to the event, a 50% refund will be granted. For cancellations less than 14 days prior to the events, there will be no refund. Cancellation must be received in writing.

Participant Agreement Continued
Art on the Farm Registration Form 2015
August 15 or 16

One participant per registration form. Please print clearly.

Name.....

Address:
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City:Province:Postal Code

Telephone (H):Cell

Email:Website.....

Facebook

Description of your product: (If possible, Photos would be appreciated.)

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Please **post-date your** cheque for \$75.00 dated July 15, 2015, made payable to: **Friends of the Farm.**

I agree to all conditions as outlined above.

Signature: Date:.....