

**Friends of the Central
Experimental Farm**



**Amis de la Ferme
expérimentale centrale**

Winter, 2012

Dear Artist:

We invite you to take part in the Friends of the Farm annual “Art on the Farm” being held on Saturday, August 25, on the main lawn of the Central Experimental Farm, opposite the Museum on the NCC Driveway.

Taking part in this event will provide you with an opportunity to display your art outside among the trees of the Central Experimental Farm. It is also our hope that you will consider working on an ongoing piece during the event. Visitors to the event will enjoy the relaxed atmosphere provided by the backdrop of the trees as they pass among the displays.

The event runs from 10:00 a.m. to 4:00 p.m. and has a rain date of August 25, rain date August 26. Attached you will find more information.

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.

Please consider taking part in this worthwhile event.

Sincerely
Events Director FCEF

2012 ART ON THE FARM - EXHIBITORS INFORMATION SHEET

Where is the Exhibition? The exhibition is held on the lawn north of the NCC Driveway between Birch and Maple Drive on the Central Experimental Farm.

Where do I park? The goal is to ensure that there is parking for the visitors to the exhibition. Artists are asked to park in the area behind the greenhouses. There is plenty of parking in this lot and it is within walking distance of the exhibition. Artists may park along Birch or Maple Drive to unload. You can receive parking instructions when you register at the FCEF tent in the centre of the lawn.

When do I set up? Check in begins at 8 a.m. Sign up at the Friends of the Farm tent in the centre of the lawn. After registering an area of 10 ft. sq. can be chosen. The event runs from 10 a.m. to 4 p.m.

Where do I set up? You choose where to set up. The grassed area is quite extensive. It provides choices of shaded or sunny areas. Sites are chosen on a first come first served basis.

What can I display? This event is an art event, not a craft event. Items must demonstrate originality and high levels of craftsmanship. The selling of any kind of mass-produced goods is not permitted. All items must be handmade by the artist registered with the event. Jewellery must be original and unique (no multiples, repeats or reproductions)

How do I display my work? We encourage you to supply your own display. We have display board available on a first come first served basis which must be requested on the registration form. These boards are approximately 6' x 4' feet in size, painted white on both sides. They stand one foot off the ground on legs. They are made with pegboard and the artist will be required to provide their own hooks (locking peg hooks, #18125 - 1/8"). You are welcome to put up shade canopies. It is our hope that some artists will work on an ongoing piece as a demonstration for the public.

How do people pay for their art? We will provide a central cash to all vendors. A triplicate receipt book will be provided to each artist. When a purchase is made, two of the three copies of the receipt are given to the purchaser with item description and total cost. The purchaser then takes the white and yellow receipt to the cashier where the receipt is stamped "paid". The cashier keeps one copy and the purchaser is given the original. When the purchaser presents the receipt to the vendor, they are given the item. If the purchaser wishes to pay with a personal cheque the artist is to accept payment themselves. FCEF will provide Visa and Master Card facilities to purchasers. If purchasers wish to use a credit card, the 3.5% (credit card company charges) will be charged to the artist and taken out of the amount paid to the artist.

May I bring a tent? You are welcome to bring a sun shade tent. Keep in mind that you have a ten-foot square space. We suggest that you bring supplies to secure the cover in case of wind.

Toilets? There are public washrooms available at the south end of the lawn and a portable toilet at the north end.

If it rains? Please come prepared to protect yourself and your art in the event of rain. If it is raining heavily at 7:30 a.m., and the forecast is for severe weather during the day, the event will be postponed to the following day. If there is a light drizzle with a good or mild forecast, the event will be held. You will be called by 8:00 a.m. if postponed. If the event is rained out for both days, you will be refunded 50% of the registration cost.

What if I have to cancel? If cancellation is more than three weeks prior to the event, a full refund will be issued. If cancellation is between two and three weeks, a 50% refund will be granted. For cancellations at two weeks and less, there will be no refund.

Food? A concession stand with drinks and BBQ will be available for purchase by vendors and visitors.

Clean-up? Participants are responsible for cleaning their own areas. Friends of the Farm works to maintain and preserve the CEF Arboretum. Please leave your display area as you found it.

How do I register? To register you must 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.**

Cheques are made payable to **Friends of the Farm.**

What is the registration fee?	Members of Friends of the Farm	\$45.20 (tax included)
	Non Members of Friends of the Farm	\$56.50 (tax included)
	Students with current student ID	\$28.25 (tax included)

2012 ART ON THE FARM REGISTRATION FORM

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 25, rain date August 26, 2012. 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.
2. 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.
3. I agree to pay the appropriate registration fee according to the fee schedule outlined on the registration form and exhibitors information sheet.
4. I understand that if I set up for the event in the morning I am committed to remain at the event until the time of closing.
5. I understand that if I cancel my registration more than three weeks prior to the event, a full refund will be issued. If cancellation is between two and three weeks, a 50% refund will be granted. For cancellations at two weeks and less, there will be no refund. Cancellation must be received in writing or in person. If the event is cancelled due to weather conditions on both days, participants will receive a 50% refund of registration fee.

To guarantee a display area Registrations should be received by August 11

One participant per registration form. Please print clearly.

Name:

Business Name:

Address:

City: Province:

Postal Code: Phone:

Email:

Website:

Up to 15 words describing your work:

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I request a display board. Yes No *Maximum of one per registration, first come first served, number of boards limited

A handout is made available to visitors. The following information will be included unless otherwise indicated: Name, Business Name, Phone #, Email, Website, Description of Work (if space allows). If information above is not legible it will not be included.

Cheques are made payable to **Friends of the Farm**
FCEF Member \$45.20 Non Member \$56.50

Circle Registration Level (tax included):
Student \$28.25 (copy of Student ID required)

I agree to all conditions outlined above.

Signature: _____ Date: _____