

It's coming.....

The Fourth Annual Ottawa Glass Bead & Jewellery Show 2011

- *A Showcase of Hand Made Glass Beads & Bead Work **

Date: Friday November 11th & Saturday November 12th, 2011
Venue: Hellenic Centre, 1315 Prince of Wales Drive, Ottawa, ON
Show times: Friday November 11th 4pm- 9pm & Saturday November 12th 10am – 6pm

GENERAL GUIDELINES:

ARTISTS: The OGB Bead & Jewellery show is primarily intended as a showcase for the work of lampwork/glass bead artists. All beads and/or jewellery displayed for sale must be handmade or constructed by the artist. The Artist must be on site to represent their work (*may consider special circumstances – contact the organizer with details*).

Retail ARTISTS: are defined as artists who sell kits or publications based on their own designs, patterns, and/or techniques which incorporate or can be used with glass beads.

Commercial VENDORS: Commercial vendors may only exhibit products that the organizers DO NOT consider competition to the Show's bead artists. Vendors will be asked to remove any such products. The final word on these items rests with the Show Organizer. Vendors not complying may be excluded from exhibiting at future shows.

RULES:

- Exhibit space will be open for set-up at **11:00AM on Friday**.
- Exhibitors may load and unload using the front entrance of the Centre
- THE OGB SHOW WILL BEGIN PROMPTLY AT 4:00 pm.
- ID badges will be on your table the afternoon of the show. Vendors must wear their ID badge at all times while working at the show.
- Vendors are required to have their booths ready a minimum of 20 minutes prior to the show opening and must remain open for the duration of the show.
- Failure to comply with these rules may result in disqualification from future shows and forfeiture of space and show entry fee. No further notice will be provided.

BOOTHS:

- Minimum space is a half table per exhibitor – maximum exhibitors per table is two (2). Each ½ table is allowed 1 (one) helper.
- Two (2) chairs will be supplied with each space.
- Table size is 8 x 2.5 feet. Each booth space will be defined and marked out by the show organizers.
- Tables must be covered with a floor length cloth for a uniform appearance. Storage may be left underneath. (if you require any table covers – these can be ordered for you at a minimal fee – contact Grace for more info)

- Vendors may not use another vendor's unused space without the prior approval of the show organizer. Vendors not operating within their defined space or infringing on the space of their neighbour will be asked to remove excess displays. Non-compliance may result in a ban at future shows.

SECURITY: Neither the venue nor the Show Organizers are responsible for the property of customers or vendors, including lost or stolen items. Vendors are reminded to secure their merchandise while in transit, during set-up and on the show floor. The room will be LOCKED overnight.

TAXES: Each vendor is responsible for collecting all applicable taxes. If you're unsure of your status, contact the Ontario Ministry of Finance at 1-888-565-6433 <http://www.fin.gov.on.ca/> AND the Ontario Ministry of Revenue at 1 866 ONT-TAXS (1 866 668-8297) <http://www.rev.gov.on.ca/en/tax/>

ELECTRICAL: Outlets on the show floor are limited and must be shared. We will endeavor to fulfill all requests for electrical access but cannot guarantee it. Vendors are responsible for providing their own lights, power bars, and/or extension cords, if required. NOTE: Plan to operate with reduced lighting if necessary. Keep in mind that organizers may have to limit electrical access.

CANCELLATION POLICY: Exhibitors canceling 30 days or less before the Show are subject to a penalty of 50% of their space fee. Exhibitors canceling 15 days or less prior to the show date will forfeit their space fee.

CREDIT CARDS: The OGB Show organizer will again be providing the **Central Payment** system that was in place at last year's show. Please indicate on your application if you are interested in this service.

GENERAL INFORMATION:

- Exhibitors are limited to a maximum of 10% stock at promotional pricing. We are not a clearance show nor do we support price undercutting. Hand lettered signs are strongly discouraged. Final decision on signage and sale pricing rests with the Show Organizer.
- The Show Organizing committee will try to have volunteers available to man your table if you need to step out of the room briefly but we can't always guarantee the supply of table sitters.
- Washrooms are located at both ends of the main foyer
- Coffee will be available during Friday set-up
- We will once again ask the Hellenic Centre to have a similar Greek menu as they did last year. More info to follow.
- There is an ATM in the lobby.
- Please ensure you have an adequate supply of small bills and coins for the duration of the show – the Show Organizers will not provide change.
- Applications for the 2012 show will handed out on final day of the show.

APPLICATION GUIDELINES:

Early entry status (deadline July 31, 2011) will be granted to all 2010 exhibitors of good standing (good standing defined as: no unpaid balances or unresolved issues with OGB's Show Organizers) and to Artists invited to participate.

- **New exhibitor applications will be considered after the early application deadline (July 31, 2011). Jurying will commence August 19th until spaces are filled.**

First time Artist exhibitors – are limited to one table.

Retail Artists and Commercial Vendors may request up to three (3) tables; consideration will be given if space permits.

All OGB Show exhibitors and prospective exhibitors will be emailed an application to their address of record.

1. To apply, please complete and **MAIL** your application, including full payment
AND

2. Returning and Invited Artists: **Please submit to Louise Ingram - louise@fireseed.ca**
-1-3 photos of your work photographed on a **WHITE** background. Images should be resized to between 600 and 800 pixels on their longest side and saved in .jpg format.

-Save your image(s) with your name as the filename - i.e. susan_smith.jpg, susan_smith_1.jpg, susan_smith_2.jpg Not sure how to resize your image? Try this site, it's really easy! <http://www.shrinkpictures.com/>

-These are the **Photo requirements for the images that will included on promotional postcards**. These pictures will also be featured on our poster and website. If you prefer not to participate in this advertising – let the show organizer know by adding that comment to your application.

-If you would like to be featured in our Blog or website (**again email Louise – see above**) please include a short paragraph about you, your glass news or what you'll be bringing to the show. Send along a photo of yourself (no larger than 800 pixels wide) and we'll add that to the blog post. If you don't include a photo of yourself we will use the photo(s) you have submitted for the postcards.

3. New Artists: This is a juried show. Please email three (3) photos (see above requirements in #2) representing the work you plan to be selling to info@OttawaGlassBeadArtists.com

4. Retail Bead Artists: Email your application with payment. Please email three (3) photos (see above requirements in #2) representing the work you plan to be selling to info@OttawaGlassBeadArtists.com

5. Commercial Vendors: The Organizing committee will make selections based on application, product and category limits. The commercial spaces are limited and given out on a ratio basis of Commercial vendors to glass bead artists. Priority is always given to the previous year's Commercial vendor.

6. Final decisions for all new Artists, Retail Bead Artists, and Commercial Vendors will be made after the July 31st deadline by the OGB Show selection committee.

NOTE: The completed application form with full payment must be mailed or sent via courier, to be received by the deadline to the address below. Receipts will be emailed upon acceptance for the 2011 Show.

The Glass Shoppe Studio
Grace Edwards – OGB Show Organizer
210 Colonnade Road, Unit 12A
Ottawa, Ontario
K2E 7L5

- **For OGB Show returning artists and vendors *the early application deadline is July 31, 2011***. Application, payment and photographs must be received by this date to be considered for early admission. On August 1st any remaining spaces will open.

Email is the preferred method of communication.

Still have questions? Contact the Show Organizer, Grace Edwards, at grace@theGlassShoppeStudio.com (613.230.4414) or visit the Ottawa Glass Bead Artists website at www.OttawaGlassBeadArtists.com for general information.