

## **Artist Application Guidelines**

### **Miller Lash House Presents: Art in the Valley**

Sunday October 1<sup>st</sup>, 2017  
Miller Lash House,  
130 Old Kingston Road,  
Toronto ON M1E 3J5

11am – 4pm  
Vendor Load in: 8:30am – 10:30am  
Set up: 10:30am – 11:00am

*The Miller Lash Houses' Art in the Valley is our second annual art showcase.*

Please read our exhibition guidelines in detail before applying. The application must be completed in full to be considered.

<http://www.millerlashhouse.ca/art-at-the-house/>

For assistance with your application, please email:

Miller Lash House  
[bcox@utsc.utoronto.ca](mailto:bcox@utsc.utoronto.ca)

NOTE: Only online applications will be considered.

### **Important Dates**

July 17, 2017 – Artist Exhibitor Applications Open  
August 25, 2017 – Artist Applications close  
August 28, 2017 – Notification of Acceptance  
October 1, 2017 – Miller Lash House Art in the Valley

### **Fees**

Artists are responsible for paying all fees once you have been accepted to participate into the show.

#### **Artists:**

Artists Booth Fee (5X10 Space) - \$50+ HST

Outdoor Vendors: (10 X 10 Space) \$40+HST

**Student Artists (must have valid/Current TCARD)**

Student Booth Fee (5x10) - \$25 +HST

**NOTE:** Artists may bring their own tables & chairs and supplies. Students are those artists who are currently enrolled AT U OF T Scarborough \*\*\* OUTDOOR Vendors must bring their own tents and supplies

All booth fees are due by September 15, 2017. Fees not received by this date may result in the forfeiture of your booth space to a waitlist artist.

Note that your fees are for your booth space, exhibition operations, and advertising support only. Expenses related to display rentals, parking, or other costs associated with your participation are not included.

**Cancellation:**

An accepted artist may cancel their participation at any time. Cancellations must be received in writing (electronic is acceptable).

Cancellations received on or before September 15, 2017 will receive a full refund of the booth fee. After September 15, 2017 vendor Fees will not be refunded.

In all cases of cancellation, your booth is considered forfeited. The Miller Lash House Art in the Valley reserves the right to fill your vacated space with another artist from the waitlist.

**Application Categories:**

- 3D Media
- 2D Media
- Painting
- Photography & Digital Media
- Wearable Artwork
- Art glass
- Pottery
- Sculpture
- Handspinning/Fibres

**Reproduction Policy:**

To protect the reputation of the Miller Lash House Art in the Valley Exhibition as an art show, only original works of art are accepted into the ARTS market. General merchandise, unless it forms an integral part of the artist work, will not be accepted.

All works must be hand-made by the artist; machine-made or mass-produced work is not permitted.

### **Application Images:**

Your application will be supported by 3 to 5 images of your work, and 1 image of a grouping, installation, or booth set-up of your work. Each image should represent the work you intend to show at the exhibition, and should only display work relevant to the category you are applying.

All images should be:

- No less than 500x500px (height & width), with longest side no longer than 1024px
- Minimum of 72dpi
- Uploaded in \*.jpeg or \*.png format
- Max 2mb in size
- Named with the following convention  
YOUR NAME\_IMAGE NUMBER OR TITLE\_2016

### **Jury & Selection Process**

The Miller Lash House Art in the Valley is a juried exhibition. Each year, our juries, consisting of artists and industry professionals, review all submissions. The jurors select the strongest work based on originality, quality of support materials, consistency of ideas and design.

Only artists who have been reviewed by a jury are accepted into the exhibition.

After the jury's review of all of the submitted work, the results, and determine the jury evaluation score which constitutes an accepted, waitlist, or decline status.

All artists will receive a notification of status electronically prior to August 28, 2017  
Please no phone calls – notifications will not be given over the phone.

### **Booth Selection**

Your booth assignment will be sent to you with your notice of acceptance.

All booths are assigned on a first-come-first-served basis, based on the date and time of your application, grouping of artists and booth requirements.

Only the following items will be taken under special consideration and are outlined in the application:

- Pre-existing medical conditions

- Heat- or light-sensitive mediums of work
- Exhibitors who are travelling together or sharing resources
- Electrical requirements (Electrical access is limited and only available to those in the exhibit area – NOT to Outdoor Vendors)

## **Waitlist**

Artists may be added onto a waitlist during the jury process. Those on the waitlist may be offered a booth in the exhibition when space becomes available.

- The waitlist will be maintained in order of application
- Artists on the waitlist may be offered a booth space through a cancellation or the creation of additional display space
- Artists added to the exhibition from the waitlist will be assigned the available booth space

Artists may not ask to be added to the waitlist, only the Final Jury may add an artist to the waitlist.

## **Display Information**

The Miller Lash House Exhibition does not provide any display equipment directly to any exhibitor (unless tables and chairs are required). All necessary equipment will need to be supplied by you.

All structures or display must abide by the following rules:

- Displays may not extend beyond the limits of the booth space (either 5 by 10)
- Displays requiring construction are not permitted
- No home-made signage, displays or coverings are permitted (The Miller Lash House does reserve the right to ask exhibitors to remove signs)
- Plinths, benches, or other display shelving must be properly weighted and secured to the ground
- All display fixtures, and other structures must be removed by the exhibitor at the close of the exhibition

Failure to abide by these policies will result in the immediate removal of your display at your own expense, and may result in the forfeiting of your booth space with no refund given.

Please note that the Miller Lash House Art in the Valley Exhibition takes place under a big tent, rain or shine. Rain, high winds, periods of extreme heat and sun are all possible during the exhibition. The exhibition is not responsible for your display area or any damage caused by the weather. Participation is at your own risk. Also please note that the Floor of the tent is interlocking brick.

If you are unsure if your display meets the requirements listed above, please email photos and descriptions to [bcox@utsc.utoronto.ca](mailto:bcox@utsc.utoronto.ca) at least three weeks prior to the exhibition for review.

### **General Exhibitor Information**

October 1, 2017 – 11am – 4pm

Artist exhibitors are expected to be on-site and available during those times. The exhibition takes place rain or shine.

### **Load-In**

Load-in of artist exhibitors will begin on Sunday, October 2<sup>nd</sup>, 8:30am – 10:30am. You will not be permitted to load in after 10:30am as road access will need to be restricted.

Accepted artists will receive a load-in schedule and access information.

### **Load-out**

Load-out will maintain the same access restrictions as load-in.

Accepted artists will receive information about load-out.

Please maintain cordial interaction with all exhibitors, staff, volunteers, security, and police during this process. Priority is placed on safety and all are working towards a quick and stress-free experience.

### **Parking**

Parking information will be provided to accepted artists.

### **On-Site Café**

We will be hosting a café and wine bar inside the Miller Lash House. Items will be available for purchase.

Contact Information:

[bcox@utsc.utoronto.ca](mailto:bcox@utsc.utoronto.ca)

416-287-7000

<http://www.millerlashhouse.ca/art-at-the-valley/>