



**MACKENZIE
ART GALLERY**

presents

BAZAART

Saturday, June 19, 2010

APPLICATION & EXHIBITOR HANDBOOK

Sponsored by: **SaskTel** 

ABOUT BAZAART

BAZAART is Saskatchewan's largest outdoor Arts and Crafts Show & Sale. The goal of BAZAART is to showcase innovative and excellent Canadian artists who excel in their chosen medium.

Organized by the MacKenzie Art Gallery as an annual fundraiser, BAZAART attracts more than 7,500 attendees each year. Attendance supports educational programming at the MacKenzie Art Gallery as well as contributes to the maintenance of FREE admission to our exhibition spaces.

This year's BAZAART, our 37th, will focus on the handmade and locally produced aspect of the items in our Show & Sale. We will encourage our attendees to SHOP LOCAL and contribute to the sustainability of independent artists and craftspeople by purchasing stylish, practical and unique alternatives to mass-produced items.

JURY PROCESS

As a juried exhibition and sale, BAZAART welcomes applications from a wide range of established and emerging artists. Both traditional and experimental art forms are welcome. All artwork must be original and created only by the applying artist.

To ensure a well-balanced, high-quality exhibition, a jury of local artists and artisans carefully reviews all applications that meet BAZAART requirements.

A standard set of criteria and a ratings system are used to judge all applications. Talent, originality in conception and execution, quality of workmanship, and excellence of design are the primary criteria by which all artwork is evaluated. The commercial potential of submitted artwork is not given significant consideration.

The jurors' decisions in any selection review are final.

NOTIFICATION

All applications will be juried after the final registration deadline. Artists will be notified of the status of their application by mail.

SELECTION REQUIREMENTS

Applications will be accepted for BAZAART:

- On the basis of quality, workmanship and originality of items handmade in Saskatchewan
- As space permits

Only original art forms will be considered for display. Work created from assembly kits or purchased patterns will NOT be accepted.

Reproductions including photo-litho and digital images will be considered as long as they are identified as such in the artisan application as well as on the items offered for sale during BAZAART.

Acceptance is based on images of work submitted. Any artist who does not exhibit work at BAZAART which is similar to that which was juried will be required to remove the unjuried work from the exhibition immediately. Members of the jury committee will review artist displays during the exhibition.

SHOW AND PROGRAM ADVERTISING

BAZAART will be promoted in provincial newspapers and local media. The MacKenzie Art Gallery reserves the right to use images submitted by accepted artists for promotional purposes only.

The MacKenzie Art Gallery's website will be used to showcase BAZAART and some of its exhibitors.

All artists participating in the exhibition will be listed in the BAZAART program. The program will show medium category, name, website and/or e-mail address. The program is distributed at no cost to all visitors at our admission gates. (Admission is \$5)

BAZAART RAFFLE

To add to the excitement of the day, the MacKenzie organizes a raffle for attendees to have an opportunity to win items featured at BAZAART. If you are able to donate an item for the raffle, we would appreciate your support. A gift-in-kind receipt will be issued to you for the value of the donation and you will be recognized as a draw sponsor in the BAZAART program. Donations should be dropped off at the raffle table by 9:30 am on the day of BAZAART. All proceeds directly support the MacKenzie Art Gallery.

SPACE ALLOTMENT

The T.C. Douglas Building parking lot is divided into booths. Artists are assigned a reserved, numbered space, which is allotted on a FIRST-COME, FIRST-SERVE basis from the date your completed submission is received by the MacKenzie Art Gallery. We will try to accommodate all space requests, but the MacKenzie makes the final decision on allocation of display space. Please indicate TWO choices for display locations on the application form. Once you have been assigned a space you may not move without approval from the MacKenzie Art Gallery. **Please check the enclosed map before choosing your display location.**

SIZE OF DISPLAY AREA

Each artist is assigned an area approximately 10' x 10'. Artists are asked to be courteous and apply common sense when setting up their displays, to avoid conflicts with their neighbours and to ensure safe and easy access by attendees. Concerns or questions regarding set up should be directed to the MacKenzie Art Gallery prior to the show's opening. Shelves or display units must be secure and anchored. Please note that some booths are on uneven ground.

DISPLAY GUIDELINES

Artists must supply their own tents, tables, display equipment, hanging supplies, etc. "Knockdown" display systems are recommended. Artists are encouraged to have a sign clearly showing their name at their display. The MacKenzie will provide laminated booth numbers to assist our visitors in finding each booth.

If artists have questions concerning the suitability of their display they should contact the MacKenzie prior to the show's opening. The Committee reserves the right to remove any display it considers unsafe or inappropriate.

Obstacles or naturally occurring phenomena on the T.C. Douglas Building parking lot, which are beyond the control of the MacKenzie Art Gallery, may result in changes to assigned display areas. Should this occur, every effort will be extended to accommodate artists in a suitable alternative location.

REGISTRATION REQUIREMENTS

STANDARD FEES

Early Bird Fee - application must be postmarked on or before Friday, February 19, 2010
\$175 (plus \$30 for power if needed)

Regular Fee - application must be postmarked on or before Friday, March 19, 2010
\$200 (plus \$30 for power if needed)

STUDENT DISCOUNT FEES ~proof of status as a full-time student is required with application.

Early Bird Student - application must be postmarked on or before Friday, February 19, 2010
\$125 (plus \$30 for power if needed)

Regular Student - application must be postmarked on or before Friday, March 19, 2010
\$150 (plus \$30 for power if needed)

Late applications will not be accepted.

POWER

A number of spaces with access to electrical outlets are available. Please see map of T.C. Douglas building grounds for list a of spaces with access to power. These booths may be booked without electrical requirements. An additional charge of \$30 applies to applicants requesting power. **Electrical site requirements must be noted with your application and payment must be included or the booth site requested will not be activated for power on the day of BAZAART.**

REFUNDS

The registration fee will be refunded less a \$40 processing charge should an artist's application not be accepted. Digital images will not be returned.

CANCELLATION

If written notice of cancellation is provided, no less than one month prior to BAZAART, the registration fee less a \$40 non-refundable processing charge will be refunded. Refunds will not be paid for last minute cancellations or no-shows.

PROFESSIONAL IMAGES OF YOUR WORK

BAZAART applicants must submit images of their work in digital format.

The Do's and Don'ts of Submitting Digital Images

DO

- Submit only three images of your work. Additional images will not be considered.
- Ensure that you complete the enclosed Digital Image Description form.
- Clearly mark the submitted disk with your name.
- Submit .jpeg files only, with a resolution of 72 dpi, maximum size of 1000 pixels in dimension.
- Label each file (image) with a number and title that corresponds to the number and title on your Digital Image Description form. (eg. smith_2)

DO NOT

- Submit MAC files that are not fully PC compatible; "zipped" or any other compressed files.
- Submit files larger than 500 K or 0.5 MB
- Email us your images — they must accompany your application on a disc.
- Send images in any kind of presentation (for example, Powerpoint).
- Include hyperlinks to Internet sites with your images.

PLEASE NOTE

To reduce the need for excessive paper production the MacKenzie Art Gallery has printed a limited number of paper application forms for BAZAART 2010. We are converting our current BAZAART postal mailing list to an email list. Please ensure your email address is on your application form to ensure you receive the application next year as hard copies will not be mailed out.

HOURS OF OPERATION

BAZAART admission hours are from 10 am to 5 pm.

SET UP, PARKING, AND FACILITY

Set up for BAZAART, in the T.C. Douglas Building parking lot at the corner of Albert Street and 23rd Avenue may begin on Friday, June 18 after 5 pm. However, overnight security will not be provided. Those artists who choose to leave their display units or artwork on the lot overnight do so at their own risk. On Saturday, June 19 (event day) set up begins at 6:30 am. Exhibitors are encouraged to set up early to avoid traffic congestion and the last minute rush. To avoid disturbance to other exhibitors during the Show & Sale, booth displays **MUST** remain set up until 5:00 pm.

Your booth must be completely set up and your vehicle must be moved to the parking area east of 23rd Street by 9:30 am. You will be issued a parking permit. One vehicle is allowed per booth. **You must display the parking permit on the dash of your vehicle and show this permit in order to park in the designated parking area.**

SALES ETIQUETTE

BAZAART participants have a responsibility to exercise tact and discretion when conducting transactions. Vendors are responsible for collecting required federal and provincial taxes from sales. If you are unclear about the tax system, please contact the Department of Finance.

IN CASE OF BAD WEATHER

The show goes on, rain or shine!

Artists are advised to bring protective coverings, such as plastic drop sheets, for placing over and under displays in the event of rain. Should heavy rain or winds occur, artists remain on the parking lot at their own risk. Ensure that all structures in your display are properly anchored to ensure that wind damage is avoided.

2010 STAYS GREEN!

In 2009 the focus for BAZAART was on the "green" aspect of this event. In 2010, we will continue to highlight how the outdoor venue of the Show & Sale enhances our visitor's retail experience, reduces use of lighting and cooling systems, reduces the cost of operation to the vendor and thus lessens the environmental impact of the event.

We encourage our exhibitors to join us in this venture through promoting the unique and original design of their work as well as the use of any local sources and/or environmentally-friendly materials.

As in 2009, we also will be selling MacKenzie Art Gallery eco-friendly bags made right here in Saskatchewan of 100% cotton. To order eco-friendly bags for your booth, please contact Kimberley Sarich at 584-4295.

BAZAART ACTIVITIES

BAZAART is filled with activities for everyone! Young and old come out to share the excitement of the day.

Our major sponsor, SaskTel, offers children's activities in their tent near the MacKenzie's main entrance.

Inside the Gallery, there will be new summer exhibitions to view focusing on local and national artists. As always there are activities for children in the Learning Centre.

Outside the Gallery the excitement of the wide array of handcrafted items in the Show & Sale will be enhanced with the presence of local artists, musicians, buskers at staging areas (marked with "B" on the enclosed map), live art demonstrations and other activities to entice our visitors to stay, play and SHOP.

ACCOMMODATION

For information regarding hotels, motels, restaurants and attractions, please visit www.tourismregina.com.

ABOUT THE MACKENZIE ART GALLERY

The MacKenzie Art Gallery is the legacy of Norman MacKenzie (1869-1936), a prominent lawyer and pioneer patron of the arts. From 1911 to 1936 he assembled the first art collection of note in Saskatchewan. MacKenzie provided the impetus for the Gallery when, upon his death in 1936, he bequeathed his collection to the University of Saskatchewan, Regina College. The Norman MacKenzie Art Gallery opened in 1953 as a university-run gallery, and was located at the Regina Campus of the University of Saskatchewan (later the University of Regina). The Gallery quickly developed a national reputation for its cutting-edge contemporary exhibitions and later for its innovative educational and provincial extension programs. In May 1990, the Gallery gained autonomy from the University of Regina and became incorporated as the community-based MacKenzie Art Gallery and moved into its new and expanded facilities in the T.C. Douglas Building at 3475 Albert Street.

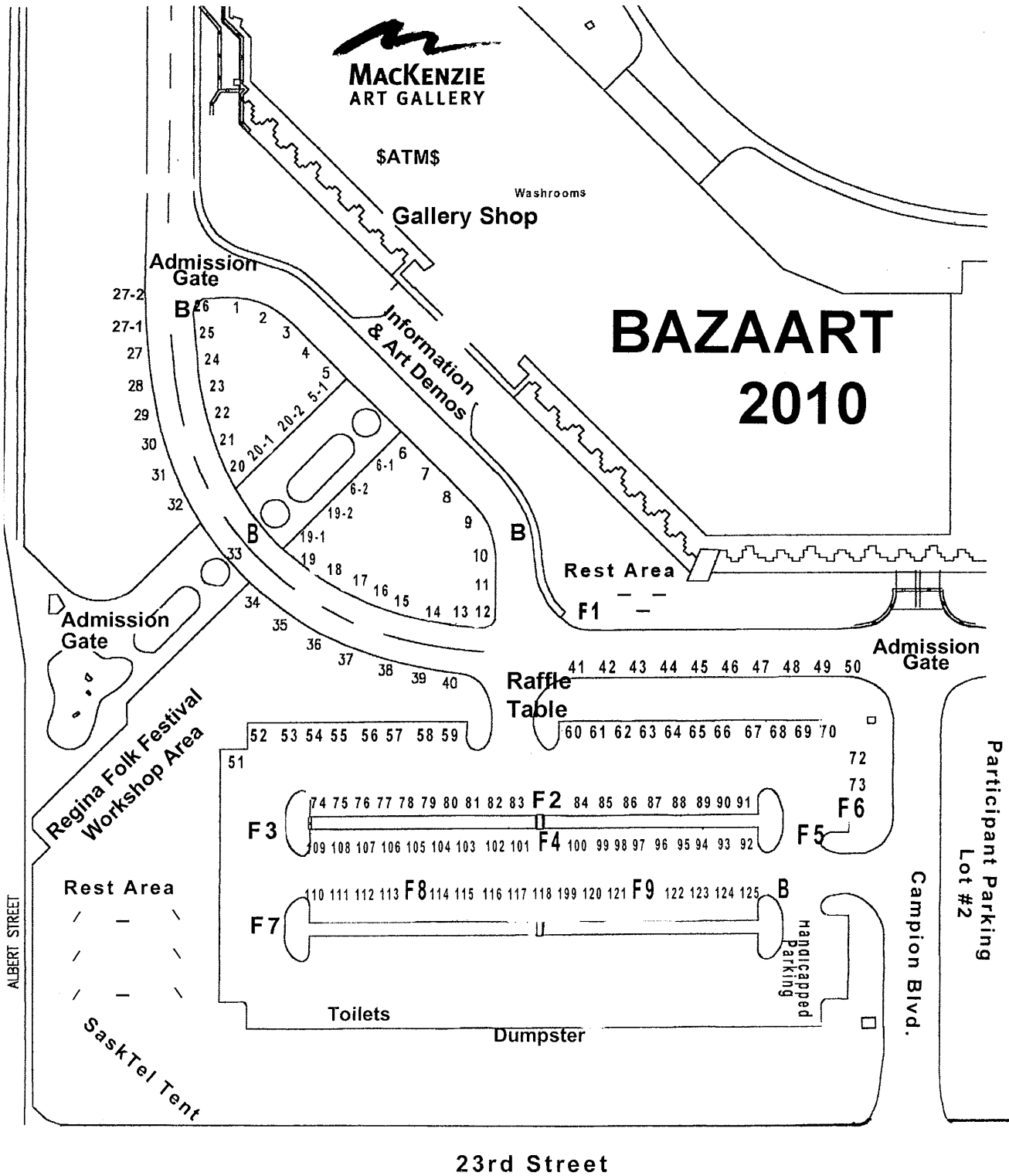
VISION

As a leading Canadian art gallery, the MacKenzie Art Gallery will be an essential part of its community, creating life-long engagements between people and art.

MISSION

Through our collection, exhibitions and public programs, the MacKenzie Art Gallery invites everyone to experience and learn about the visual arts.

THIS IS YOUR GALLERY!



PAYMENT AND REGISTRATION

PLEASE COMPLETE PAGES 7-10 OF THIS HANDBOOK, AND SUBMIT WITH THE FOLLOWING:

- PAYMENT
- CD WITH THREE DIGITAL IMAGES OF YOUR WORK

REGISTRATION FEES

	EARLY BIRD BY FEBRUARY 19TH	REGULAR BY MARCH 19
STANDARD	\$175	\$200
STUDENT	\$125	\$150

***Power (optional) is an additional \$30/booth. Please see map for booths with power.**

PAYMENT AMOUNT - STANDARD (NON-STUDENTS)

EARLY BIRD	\$175 x ____	BOOTH(S) = \$ _____
REGULAR	\$200 x ____	BOOTH(S) = \$ _____
POWER (optional)	\$30 x ____	BOOTH(S) = \$ _____
	TOTAL	= \$ _____

PAYMENT AMOUNT - STUDENT

PLEASE ENCLOSE PROOF OF STUDENT STATUS

EARLY BIRD	\$125 x ____	BOOTH(S) = \$ _____
REGULAR	\$150 x ____	BOOTH(S) = \$ _____
POWER (optional)	\$30 x ____	BOOTH(S) = \$ _____
	TOTAL	= \$ _____

PAYMENT METHOD

CHEQUE (payable to the MacKenzie Art Gallery)
MONEY ORDER (payable to the MacKenzie Art Gallery)
VISA/MASTERCARD/AMERICAN EXPRESS

CARD #: _____

EXPIRY DATE: ____ / ____ (MM/YY)

***PLEASE NOTE: LATE APPLICATIONS, AFTER MARCH 19, 2010, WILL NOT BE ACCEPTED.**

MAIL COMPLETED APPLICATION WITH PAYMENT AND
IMAGES OF YOUR WORK ON CD TO:

**BAZAART 2010
MACKENZIE ART GALLERY
3475 ALBERT ST
REGINA, SK S4S 6X6**

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ BOOTH ASSIGNED: _____

REGISTRATION FORM

Please Print Clearly

Name: _____ Company Name: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Email: _____ Website: _____

Name exactly as it is to appear in BAZAART program:

Booth Choice: 1st _____ 2nd _____

DONATION FOR BAZAART RAFFLE

Yes, count me in! _____

Description of donation: _____

Value for in-kind receipt: \$ _____

GUIDELINES

All artists, by submitting an application, agree to abide by BAZAART's rules. Applicants also agree to comply with any reasonable request by MacKenzie representatives with regard to displays and conduct.

Non-compliance with either the rules of BAZAART or any reasonable request by the MacKenzie Art Gallery will result in forfeiture of the right to display or exhibit works in BAZAART. In these circumstances, no fees shall be refunded. The MacKenzie Art Gallery reserves the right to amend or alter the rules.

Agreement to Guidelines

Artist Name: _____

Signature: _____

Date: _____

DIGITAL IMAGE DESCRIPTION

Please include the following information for each of the three digital images you are submitting with this application. Please include any inspiration or artistic statements on your work. Medium listing should include an ingredient list for homemade products such as soap and lotion.

Image #1

Title: _____

Medium: _____

Size: _____ Year Made: _____

Description: _____

Image #2

Title: _____

Medium: _____

Size: _____ Year Made: _____

Description: _____

Image #3

Title: _____

Medium: _____

Size: _____ Year Made: _____

Description: _____

Submit this image description information with your application. Please make sure your disk is formatted to our specifications and clearly labelled with your name. See the Do's and Don'ts of Submitting Digital Images on pages 3 and 4 of this handbook. Discs will not be returned to applicants following adjudication.

FOR MORE INFORMATION CONTACT

Kimberley A. Sarich
Corporate Relations Officer
MacKenzie Art Gallery
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Regina, SK S4S 6X6
Phone: (306) 584-4295
Email: kimberley.sarich@uregina.ca

www.mackenzieartgallery.ca