

# Participation Guide 2020

## Dates & hours

Tuesday, July 28th, from 6 pm to 9 pm - Opening Night

Wednesday, August 29th to Saturday August 8th from 11 am to 9 pm

Sunday, August 9 from 11 am to 6 pm

*Place du 400<sup>e</sup>*

100 Quai St-André near the Old Port Market, Quebec City, Quebec G1K 3Y2

## The event at a glance

Plein Art, Le Salon des métiers d'art de Québec (PAQ), a non-profit organization founded in 1955, is organized by the Conseil des métiers d'art du Québec (CMAQ). Considered **the most important exhibit-sales event by professional artisans in Canada**, the Salon's mission is to help promote the pieces of professional artisans, offering them a public venue.

According to a 2017 poll conducted by MCE Conseil, 78% of visitors come from the North and South shores close to Quebec City, 78% are women, 40% are between the ages of 21 and 54, 69% make artisan purchases exclusively at the Salon and between 200 & 249\$ is the average expenditure by visitors, representing \$6 million in retail sales.

## Craft product selection

The products at the Salon des métiers d'art de Montréal (SMAM) are designed and made by professional artisans and were selected as crafts based on criteria such as originality, respect for tradition and craftsmanship.

Craft product selection allows artisans to obtain CMAQ professional member status and enjoy all the benefits associated with it: special space rental rates, the Jean-Cartier Award to Pay Tribute to Young Talent (for artisans with less than five years of professional experience) and eligibility for Awards of Excellence at the show.

Artisans from outside Canada and the exhibitors in the Flavors Pavilion and Visual Arts Pavilion cannot obtain CMAQ professional member status. Other exceptions may apply.

Product derivatives, such as reproductions of original artisan pieces made on paper, including laminates (e.g., greeting cards), tables and promotional items can be sold at the show, but must not exceed 20% of the surface area and volume of any space rental.

Applications from manufacturers, distributors, importers and product resellers are not permitted.

## Participation application & decision

Artisans who would like to participate in the Salon must pay all overdue balances to the Salons des métiers d'art du Québec, Boutiques métiers d'art du Québec and Conseil des métiers d'art du Québec to be eligible for Salon selection. Incomplete applications will not be accepted. A \$50 fee (plus tax) will be charged for any NSF payment.

The participation application must be accompanied by a \$450.00 deposit for stand rental.

All applications are subject to the approval of the Salon's Organizing Committee, which has final decision-making authority, based on criteria such as the administrative compliance, event funding, exhibit choice, selection process ratings, space rental size (compared to vacant space size), exhibit and stand non-compliance notices and candidate behavior. If the show is full when the participation application is submitted, it will be analyzed and entered on a waiting list.

The decision of the Organizing Committee is given to the artisan in writing within 90 business days of the application's evaluation. There is no appeal.

Approved applications: the deposit will be deducted from the cost of the rental, which is not refundable or transferable to future shows or other events supported by the CMAQ.

Denied applications: the deposit will be refunded.

Participation is guaranteed if the rented space conforms to the area specified on the application form or is a larger space. If the size of the space is smaller, the artisan must pay the rate for the surface area indicated on the Participation Application. Space sublets are not permitted. Verification of the space's size will be done when the show is mounted. The use of additional space will lead to 25% in additional costs. The Salon reserves the right to modify the allocated space. If this is the case, you will be contacted.

The allocated space is reserved only if the contract is signed and all payments are on time (even one payment delay and/or postponement may lead to the loss of space). If the payment deadline is on the weekend or a statutory holiday, it will be moved to the next business day. The postmark will be proof of the mailing date and time.

## **Take advantage of Conseil des métiers d'art du Québec's Member Rate**

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To take advantage of the Member Rate, the candidate must be a **Conseil des métiers d'art du Québec (CMAQ) professional or artisan studio member** in good standing with a signed contract. To learn more about CMAQ's membership conditions, please read our online **Selection Guide**.

## **Take advantage of the Emerging Artisan Rate**

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Professional artisan members in good standing with less than five years of professional experience, participating in the show for the first or second time, qualify for a 40% stand discount.

## **First-time exhibitors from outside Quebec**

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A \$250 discount is available to all exhibitors from outside Quebec who will be participating in the Salon for the first time ever.

## **Standards required at the level of the products**

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### **Regular production**

Regular production consists of products that meet the requirements of the trades of craft and enrolled in the contract of participation in the fair of crafts.

### **Complementary products**

Complementary goods accompany the crafts products and who are used to their proper use: e.g. cleaning of objects (shoes, utilitarian objects in wood) crafts, ink to feathers crafts, etc). These products can be exposed but their quantity must be in the minority in all of the products. They must always accompany a craft object.

### **Derivatives:**

Derivatives are reproductions of the original of the craftsman, works on paper including laminates. It mainly cards wish, bookmarks, tables, etc. The percentage of these products must not exceed 20% of the surface and volume of the exhibits.

### **Agri-food products**

Exhibitors of the agri-food sector can exhibit and sell only the products they make in their workshop. No manufactured object which by its nature could be part of the regular of an artisan production, can accompany food products. It is mainly glass (glasses, decanters, bowls, oil, etc.), ceramic (bowls, cups, plates, etc.), metal (spoons, bowls, cups, etc.), wooden (decorative boxes, kitchen utensils, cutting boards, etc) or textile items (aprons, tablecloths, placemats, washing dishes, etc.).

### **Cosmetics**

Cosmetics: creams, lotions, balms, massage, essential oils, oils aromatic, oils, soaps, liquids, etc cannot be exposed to our crafts fairs.

## Products soaps

Glycerin soaps are not allowed at craft shows. Only SOAP obtained by traditional techniques of saponification cold can be exposed and sold.

Due to strong odor emanating from the soaps which can arise and cause symptoms of allergies and respiratory and digestive problems to exhibitors and visitors, soaps must be exposed and sold in a protective packaging in paper, cardboard or plastic. A quantity that may not exceed 5% could be exposed to non-packed as demonstrator. Packaging must cover the entire soap.

## Not complying with the regulations

Exhibitors who do not meet the requirements concerning the products will receive a VERBAL notice of withdrawal immediate nonconforming products.

Failure to comply, the exhibitor will receive a written notice indicating non respected clauses and demanding the withdrawal of products. The written notice may result in a recommendation of notice of review.

## Standards required at the level of the behavior

The exhibitor who has aggressive, intimidating, violent, angry or disrespectful behavior be it verbal or gestural, to the staff of CMAQ and fairs, to exhibitors, suppliers and our clientele could be expelled.

Failure to comply with the regulations represents an item that will be taken into account in the selection of the Exhibitor in a next edition of the event.

## Exhibiting in a stand

Spaces are assigned by a random draw and exhibitors are contacted one by one to state their preferences. An exhibition space plan and standings following the draw are sent before calling. PAQ will assign in order, first, a space to winners of the CMAQ excellence prize and to winners from Quebec City the previous year. Next, will come the random draw. Each artisan has the right to the number of coupons according to the area they want to reserve. (0-50 ft<sup>2</sup>: 1 coupon, 51 - 100 ft<sup>2</sup>: 2 coupons & 101 ft<sup>2</sup> and more: 3 coupons). The first draw will be done for present participants having filled in the proper form before noon on the 11<sup>th</sup> of August 2019. A second draw will be done for all other applicants registered between the 12<sup>th</sup> of August and December 31<sup>st</sup> 2019. If there are spaces available after the draw, allocation to interested candidates will be conducted based on the order of received applications, within the conditions set by the Salon.

## Exhibiting in the Flavours Pavilion

This section includes artisans who sell agri-food products based on original recipes. Spaces are allocated based on availability.

## Planning information

The "Exhibitor Manual", available on [metiersdart.ca](http://metiersdart.ca), contains planning information such as planning regulations, exclusive lodging discounts and supplier contact details. Walls, furniture, displays, layouts, lighting, additional electricity, assembly and disassembly are charged to the exhibitor. The official wall height is 8 feet. Curtains (instead of walls) and draped tables are strictly prohibited. Exhibitors must have a company sign or banner for their space. Layouts must be approved by the Salon.

The sizes are as follows: 5' x 10', 5' x 15', 5' x 20', 10' x 10', 10' x 15' or 10' x 20'. A single 1500 watt electrical outlet is included, regardless of the stand's size.

## Rates per square foot – subject to change without prior notice

	Deposit	CMAQ Member	Non Member	Flavors Pavillon
Crafts Stand	\$450	\$45 / ft <sup>2</sup>	\$53 / ft <sup>2</sup>	\$60 / ft <sup>2</sup>
Corner (extra)	n/a	\$300	\$400	\$400
Emerging Artisan Rate*	\$450	40 % discount	n/a	n/a
Liability Insurance**		\$125	\$125	\$125

\*Professional artisan members in good standing with less than five years of professional experience, participating in the show for the first or second time, qualify for a 40% stand discount.

## Liability insurance\*\*

The exhibitor will hold five million dollars (\$5,000,000) in liability insurance, only for this event and limited to this event only. The cost of the liability insurance is one hundred twenty-five dollars (\$125), plus applicable taxes and that amount is included on your bill. However, upon presentation of a liability insurance certificate

from your insurer to our attention by June, 30th, for the event, a credit or refund will be issued, as the case may be.

## Payment deadlines

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**Billing dates:** Before April 1st / 15 & May 15

After May 15, payment shall be made upon receiving the signed contract.

If the date is on the weekend and/or a statutory holiday, it will be moved to the next business day.

All cancellations must be made in writing (regular mail, e-mail or fax). By May 15, 50% of the payment will be required. After that date, there will be no refunds.

## Team contact details

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514-861-2787 • 1-855-515 -2787 (toll free)

<b>Rentals / operation</b>	Gaétane Bergeron, Exhibitions Project Manager 514-861-2787 ext. 205 / <a href="mailto:gaetane.bergeron@metiersdart.ca">gaetane.bergeron@metiersdart.ca</a>
<b>Communications</b>	Geneviève David, Communications & marketing 514 861-2787 ext. 224 / <a href="mailto:genevieve.david@metiersdart.ca">genevieve.david@metiersdart.ca</a>
<b>Accounting</b>	Sylvain Légaré, accountant 514-861-2787 ext. 208 / <a href="mailto:sylvain.legare@metiersdart.ca">sylvain.legare@metiersdart.ca</a>
<b>Application form</b>	Ana-Maria Abran, registrar's manager 514-861-2787 ext. 207 / <a href="mailto:ana-maria.abran@metiersdart.ca">ana-maria.abran@metiersdart.ca</a>