



Participation Guide 2019

Dates & hours

From Friday, December 6th to Sunday, December 22nd (17 days)

1st part: December 6th to December 15 (10 days)

2nd part: December 16th to December 22nd

Monday to Saturday 11 am to 9 pm / Sunday 11 am to 6 pm

Place Bonaventure, Exhibition Hall
800 De la Gauchetière West
Montreal, Quebec, Canada
H5A 1K6

The event at a glance

The Salon des métiers d'art de Montréal (SMAM), 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, 59% of visitors come from the Island of Montreal, 85% come to the Salon to make a purchase, 75% are women, 38% are between the ages of 21 and 44, 40% make artisan purchases exclusively at the Salon and \$180 is the average expenditure by visitors, representing \$12 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 Flavours 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.

Read the Selection Guide to see if you need to submit a selection application for your products.

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 \$400 deposit for stand rentals or \$300 for loft rentals.

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 40 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

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 **Membership Guide** online at metiersdart.ca

Take advantage of the Emerging Artisan Rate * New *

Professional artisan members in good standing, participating in the show for the first time, qualify for a 40% stand or loft rental discount.

First-time exhibitors from outside Quebec

A \$250 discount is available to all exhibitors from outside Quebec who will be participating in the Salon for the first time ever. Artisan that require a visa must present their dossier no later than July 1st 2017

Exhibiting in a stand

The stands of the crafts section are assigned, first, to the winners of the awards and mentions of excellence of the previous edition of the show.

Then, the spaces are awarded by drawing lots. To be eligible for the draw, applications must be received at the CMAQ office no later than December 31st. Each application entitles you to 1 draw coupon, regardless of the size requested. Registered artisans will receive, by email, a link that provides access to the room plan, raffle standings and a telephone appointment. At the end of each rental day, the updated show plan will be available on the SMAQ website.

All other requests will be processed according to the date of receipt while taking into account the conditions set by the show.

Exhibiting in a loft

A loft is an open-area space that does not contain any partitions and comes with a carpet. The smallest rental is 8 square feet and the largest is 16 square feet. The minimum depth is 2 feet. The surface, the total space used (living space) is subject to charges. There is no charge for the area occupied by any chair or stool the artisan needs to occupy the loft. Loft rentals are subject to availability, with priority given to emerging artisans (who have less than five years of professional experience), followed by artisans who create single pieces or small series (1-100 originals) and artisans who create pieces in large series (over 100 originals). Lofts are available for the entire show and can be shared only by artisans with similar products (with unique signatures).

Exhibiting in the Flavors Pavilion

This section, available for the entire show, includes artisans who sell agro-food products based on original recipes. Spaces are allocated for the entire show based on availability.

Exhibiting in the Visual Arts Pavilion

This section, available for the entire show, contains the pieces of artists and photographers. Spaces are subject to availability for the entire show. Artists must be present and must participate the entire show.

Exhibiting in a showcase

Showcases are available for the entire show to artisans exhibiting one or more pieces with a secure base or stand. Electrical outlets are available for showcase lighting. The showcases are allocated by the Salon based on availability. Sales are not permitted.

Planning information

The official wall height is 8 feet and the sizes are as follows:

- Stands: sizes include 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.
- Lofts: sizes vary between 8 ft² and 16 ft². A 500 watt electrical outlet is automatically charged to each exhibitor.

The walls, furniture, displays, layouts, lighting, additional electricity, assembly and disassembly are charged to the exhibitor. 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.

Stands and loft numbers will be supplied by Salon organizers around October 1st

The Exhibitor Manual, available on metiersdart.ca, contains planning information such as planning regulations, exclusive lodging discounts and supplier contact details.

Standards required at the level of the products

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.

Rates per square foot – subject to change without prior notice

Rate 2019	Deposit	CMAQ Member	Non Member	Flavors
Craft Stand (17 days / 6 au 22 dec.)	\$ 400	\$ 62 pi2	\$ 72 pi2	\$ 78 pi2
Craft Stand (10 days / 6 au 15 dec.)	\$ 300	\$ 42 pi2	\$ 52 pi2	n/a
Craft Stand (7 days / 16 au 22 dec.)	\$ 300	\$ 30 pi2	\$ 38 pi2	n/a
Corner (Extra charge)	n/a	\$ 300	\$ 400	\$ 400
Craft loft	\$ 300	\$ 84 pi2	\$ 99 pi2	n/a
Emerging Artisan Rate *	n/a	40% discount	n/a	n/a
Visual Art Stands	\$ 400	N/A	\$1 995.00	n/a
Showcase	\$ 400	\$ 800.00	\$1 875.00	n/a
Week-end (table 6 ft.)	\$ 250	\$ 500 / week-end	\$ 625 / week-end	n/a
Liability Insurance	n/a	\$ 125	\$ 125	\$ 125

1 draw participation for choice of stand location per client

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 November 15, for the event, a credit or refund will be issued, as the case may be.

Billing date and payment

TO BE CONFIRMED

All cancellations must be made in writing. By September 15, 50% of the payment will be required. After that date, there will be no refunds.

Team contact details

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

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