



ENTRY FORM
Quail's Nest Open House
Sunday, May 19, 2024
10 a.m. - 3 p.m.

EXHIBITOR:

Contact Name _____
Name of Member Group or Business: _____
Mailing Address: _____
Phone # _____ or _____
Email: _____

Describe your Booth. (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Display (e.g. artwork) | <input type="checkbox"/> Information |
| <input type="checkbox"/> Demonstration / Performance | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Door Prize for main OCAC table | <input type="checkbox"/> Door prize at my booth |
| <input type="checkbox"/> Other Activity (please describe): _____ | |

Do you have (or can you obtain) a marquee / tent for your booth?

Yes No (HINT: Having a tent helps us accommodate more participants!)

Any special notes about your display. Tell us what's happening!

Do you prefer to be Inside? Outside? Either
(We may not be able to accommodate all requests. Please be flexible.)

Choose your setup time(s):

- Friday 6:30 – 8:30 p.m. (indoor booths only)
- Saturday 2:00 – 4:00 p.m. (indoor booths only)
- Sunday 8:00 – 10:00 a.m. (outdoor and indoor booths)

Please sign and return this entry form. ENTRIES MUST BE RECEIVED BY MAY 3

I have read the ENTRANT INFORMATION and agree to the terms.

Exhibitor's Signature

Date



ENTRANT INFORMATION

Quail's Nest Open House
Sunday, May 19, 2023
10 a.m. - 3 p.m.

Quail's Nest Arts Centre
5840 Airport Street
Public Admission by Donation

PROVIDED:

One 6' table, 2 chairs
1 full length tablecloth for indoor booths
Wall space (inside booths only)
Coffee and tea (to booth operators only)

The EXHIBIT AREAS are:

INSIDE: 12 smaller booth areas along the inside perimeter of the Studio Building.
OUTSIDE: 20+ larger display areas in the south parking lot in front of the Studio Building.

SETUP TIMES:

INDOOR booths can choose to set up earlier on the weekend:
Friday 6:30 – 8:30 p.m. or Saturday 2:00 – 4:00 p.m. or Sunday 8:00-10:00 a.m.

OUTDOOR Booths: Set up Sunday from 8:00-10:00 a.m. ONLY
Open House opens promptly at 10:00 am.

All booths must be ready by opening time and remain in place until 3:00 pm.
Clean up time is from 3:00-5:00 pm Sunday.

TABLES & TENTS:

Inside, booths will be limited to 12 max. and restricted to the size of one 6' x 2' table, plus room for two chairs behind, and approx. 6' – 8' width of wall space (most with pegboard, 2 with limited shelving, 2-3 with folding screens). You do not have to use a table if you prefer a different setup but you will be limited to these dimensions, approx. 8' W and 6' D.

Outdoor booths will be offered a larger area approx. 12' x 12'. Marquees should be limited to *approx.* 10' x 10' to allow for foot traffic. If you must stake tents, please do not use guy lines unless flagged and directed away from foot traffic. If your tent or marquee is of a different size or shape, please describe its dimensions on your entry form so we can readjust the layout. Depending on numbers you may be able to expand your booth size after entries are all accounted for.

FOOD SERVICE:

We are receiving applications for a food service contract. You are welcome to purchase food onsite OR make arrangements for your own lunch etc. The kitchen appliances may be reserved for the food service provider.

PARKING:

Public parking is restricted to the north side of Big Blue Building only.

Exhibitors may unload their vehicles in south parking lot in front of Studio Building but must remove their vehicles to Airport Street to allow others' display set up.

We intend that only the public has access to the north lot.

Exhibitor vehicles can re-enter the south lot for teardown and loading after 3 p.m.

Please be mindful of other traffic and drive slowly.

Please be considerate of other exhibitors.**SOME GENERAL RULES:**

Exhibitors MUST be 18 years of age or over.

No burning on the premises.

Pets must be on leash.

No smoking on the premises, indoors or out.

No subletting of space.

Someone must be on site to supervise your display / booth at all times.

No tape of any kind on walls, floors or furniture of building or on painted surfaces.

Please use sticky tac.

NOTE: Participants must comply with any current BC Public Health Order in place when on the Quail's Nest Arts Centre property.

Please return your completed entry form by May 3 to:

OliverCAC@gmail.com

OR

Oliver Community Arts Council P.O. Box 1711, Oliver, BC V0H 1T0