



REGISTRATION INFORMATION SHEET

Registration is open until Monday, September 14

Two days: Oct 27 (10:30am – 7:30pm) and Oct 28 (10:30am – 6:30pm)

- Set up for day 1 and both days, Oct 26 (11am – 4pm)
- Set up for day 2 (independent artists only) Oct 28 (9 – 10:30am)

Location: Roundhouse Community Arts & Recreation Centre (1220 Pacific Blvd, Vancouver)

Important Information – Please Read Carefully

- We are pleased to announce that we will not be charging any commission on sales again this year!
- All items being hung on the walls need to come ready to hang. We will provide what you need to hang your items (i.e. nails), as there are strict rules around what we can use.
- All artwork must be for sale. If you need assistance pricing your art, please contact us.
- Supported artists (those connected with an agency or organization) should register through their agency or program.

Agencies:

Rental fees from studios and organizations help make this event possible. The show costs nearly \$25,000 to produce. Your support allows us to run the event smoothly and offer free participation to independent artists.

Fees

- Full table: \$200 each
- Wall space: \$40 per section (¼ of a movable wall)
 - Maximum of 4 sections per agency (one full wall, both sides)

Space limits

- Each agency may book:
 - 1 full table, and
 - Up to 1 full wall (4 sections, both sides)



Payment

We appreciate your support and ask that payment is submitted promptly to confirm your participation. If registration fees are a barrier, please let us know.

- **E-transfer:** Artshowdeposits@posabilities.ca
- **Cheque (mail to):**
Attn: Inclusion Art Show
#240 – 4664 Lougheed Highway
Burnaby, BC V5C 5T5

Registration details

- Only register for the space you need.
- You do not need to provide individual artwork details. Agencies handle their own sales.
- Agencies must register and be on-site for both event days.

Choosing your space

- After you register, your contact person will receive a floor plan by email.
- You must select your space within 2 business days.
- If no selection is made within that time, we will offer the space to the next agency.
- Space selection is first come, first served, so we encourage you to register early.

Artist materials

Agencies are responsible for preparing:

- Artist biographies
- Sale tags

Templates will be provided after registration closes on September 14.

Key dates

- **Set-up:** Monday, October 26, between 11:00am – 4:00pm (The Roundhouse)
- **Take-down:** Wednesday, October 28 at 6:30pm. All artwork and materials must be picked up at that time.



Independent Artists:

An independent artist is someone who creates and sells their art without regular support or involvement from an agency or organization.

Fees

- **Free** — there are no registration or rental fees for independent artists.

Attendance options

- You will select your preference when you register. You can choose to participate on:
 - Both days, or
 - One day only

Space provided

- Each artist is assigned:
 - Half of a table (shared with another artist), and/or
 - Half of one side of a wall
- If you are displaying 5 or fewer hanging pieces, you do not need to book wall space. Your work will be displayed in a shared hanging area.

Selling your work

You can choose how payments are handled:

- Handle your sales and take your own payments
 - Please bring:
 - A cash float (if accepting cash)
 - A device for electronic payments (e.g. Square reader or e-transfer)
 - Charging cords for your device
- Have posAbilities process payments for you
 - If you choose posAbilities, you will receive payment within 30 days after the show ends.

Artist materials

- Your sale tags and artist biography will be prepared for you and ready at the show.
- Returning artists can:
 - Reuse their previous biography, or
 - Submit a new one (maximum 100 words) during registration.

Set-up requirements

You must be available to set up your own artwork at The Roundhouse:

- If showing on Tuesday, October 27: set-up is Monday, October 26, 11:00am – 4:00pm
- If showing only on Wednesday, October 28: set-up is Wednesday, October 28, 9:00am – 10:30am
- If showing on both days: set-up is Monday, October 26, 11:00am-4:00pm

If you cannot attend your set-up time and need to drop off artwork earlier, please contact us to make arrangements.



Volunteer support

- Volunteers are available to help with:
 - Set-up (select this during registration if needed)
 - Breaks during the show (up to 30 minutes)
- Food options are available nearby, or you may bring your own. *Please note: there is no fridge or microwave on-site.*

Artwork pick-up

You must pick up any unsold artwork at the end of your participation:

- If showing both days: pick up on Wednesday, October 28 at 6:30pm
- If showing only on Tuesday, October 27: pick up at 7:30pm that same day
- If showing only on Wednesday, October 28: pick up at 6:30pm that same day