

LIBERTY VILLAGE ART CRAWL- JUNE 2019

EVENT Instructions

Please take a careful read through the info and below, twice, as it will answer most of your questions.

THIS IS A FREE EVENT TAKING PLACE AT LIBERTY VILLAGE PARK.

CODE OF CONDUCT

At Toronto Art Crawl we ask that at our events, you treat everyone around you as you want to be treated- with respect. This includes the other artists, the visitors, the sponsors, the volunteers and your show organizer(s). Artist who break this basic rule won't be invited back.

Please exercise PATIENCE, particularly during move in and move out.

SOCIAL MEDIA

Every day we are posting pictures of the art, artists, sponsors and other fun ART related info. Please make sure you are following us @torontoartcrawl on all platforms (Facebook, Twitter & Instagram) and re-post our post. The show hashtag is #TACART2019. Please use it when posting anything to do with the show. If you need ideas on how to market yourself pre-show visit our Facebook page, Instagram and twitter accounts. @torontoartcrawl on all platforms.

PEOPLE PER BOOTH & CHAIRS

Please limit the number of attendants per booth in order to keep the walkways OPEN for shoppers. Booths that measure 6x4 will be allowed two attendants max and booths that measure 4x3 will be allowed 1 attendant. Please note, you and your attendants MUST stand within your allocated space and NOT in the walkway.

Chairs must be kept within your allocated space, not in the walkways.

FOR EVENT DAY WHAT TO BRING

We provide SPACE ONLY at our events, so PLEASE pack everything you need for the day.

MOVE IN MOVE OUT

Set up begins at 9:00 Saturday AM. Not a second before. Tear down begins at 6 Saturday Not a second before.

SWAG

Do you have small samples and promotional products to give away? If so bring them to us the morning of the event, as usual we will have 25 swag bags to give away to our first 25 attendees and you can contribute! Please note we are looking for actual swag items and gift certificates, not business cards and flyers.

LOAD IN AND OUT

Please refer to the site map to locate the three loading zones. Please note that you must read all street signs to prevent from blocking TTC access/ and or get a ticket.

PARKING

There is tons metered parking around the venue and a little bit of residential parking.

LOAD IN/ OUT

The venue is in Liberty Village, a very busy area. You will have to exercise judgment as to where to leave your vehicle to unload. And please be considerate of others and move quickly! We will NOT be responsible for parking tickets and towed vehicles.

YOUR DISPLAY

When designing your display please keep mind that your table space (6'x2' or 4'x30" or 10'x10 max – which ever you paid for) may be place in a row of tables. You may have neighbours on both side. Your display cannot exceed the allocated amount of space you registered for. No exceptions. Your booth will be marked by tape the morning of the event, please respect the boundaries we set, as we will come around to enforce space.

DISPLAY HEIGHT

Your display cannot exceed 6 feet in height. It must be stable and free standing. We reserve the right to ask you to modify it if we have safety concerns.

WI-FI

Wi-Fi is not available at this location – please come prepared

POWER

There is no power at that location

BATHROOMS

There are porta potties onsite.

STAND ALONE SET UPS

Please remember that your display must be stand alone. You cannot lean or anchor or attach to anything in the venue.

BANKS There is a bank machine near the park

VOLUNTEERS We have a few volunteers available for you for bathroom/lunch breaks. NOT for helping you move in and out. That will be YOUR responsibility.

PETS

No pets allowed at this location.

WEATHER

Toronto Art Crawl shows go on rain/ snow or shine. Please come prepared. Please keep an eye on our resource page regularly to stay informed and direct your questions to info@torontoartcrawl.com

Thank you

Nadia Lloyd