

# URBAN EXHIBIT- OCTOBER 6 2019

## Market Instructions

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

### TICKETS ON SALE

½ PRICE! Admission to our event is \$5 online and \$10 at the door.

Until 2 weeks to event, tickets are available online at 1/2PRICE ( \$5 each)! Tell your clients/family and friends, they can purchase tickets to the event [HERE!](#)

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### 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.

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### 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.

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### 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 9:00AM the morning of the event. Not a second before. Tear down begins at 5PM Sunday. Not a second before. Please use side entrance of the building off of Dovercourt.

### **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.

### **PARKING**

There is metered parking around the venue and a little bit of residential parking. Best to UBER or cab to the event if you can to avoid getting a parking ticket as city bylaws state you can park for a max. of 3 hrs.

### **LOAD IN/ OUT**

The venue is on Queen West, 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.

### **ELEVATOR**

Our venue has an elevator but there is only one, and it moves slowly. Use of the elevator is limited to those who absolutely need it, and please note that it may delay your move in.

### **STAIRS**

The venue has stairs. If you have a lot of supplies you may want to line up a friend or two to help you move in and out.

### **YOUR DISPLAY**

When designing your display please keep mind that your table space (6'x2' or 4'x30" 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. ARTIST BADGES You be provided with a name badge

which you are required to wear at ALL TIMES during the length of the event. WI-FI is not available at this location – please come prepared

**POWER**

There will be 2 cell phone charging stations. No other use of power outlets is permitted, unless previously arranged.

**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.

**LIGHTING**

If you wish for additional lighting for your display please use battery operated lighting only. You will not have access to electrical outlets.

**BANKS** There is a bank machine onsite.

**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](mailto:info@torontoartcrawl.com)

Thank you

Nadia Lloyd