

CONTENTS

WELCOME

LOCATION

DATES

PROJECTED ATTENDANCE

NUMBER OF VENDORS

VENDOR CONTACT PERSON

SOCIAL MEDIA

SET-UP, VENDOR ENTRY SCHEDULE AND TAKE DOWN

PARKING

EXHIBITORS' CODE OF CONDUCT

YOUR BOOTH

CHILDREN AND PETS

ACCOMMODATION, BANKING, WIFI, WASHROOMS, FOOD AND SHOPPING

EVENTS SCHEDULE

SECURITY

RULES FOR OVERNIGHT CAMPING

EMERGENCY INFORMATION

WELCOME

The 60th Annual Haliburton Art & Craft Festival is a juried, outdoor show presented by Rails End Gallery & Arts Centre, a non-profit public gallery located in Haliburton's landmark railway station.

Thank you for joining us this year! Our crew of Volunteers look forward to welcoming a remarkable and inspired group of artists. We hope you have a very successful weekend and get to connect with lots of new and returning customers!

Location Head Lake Park, 23 York Street, Haliburton, Ontario, K0M 1S0

Dates Fri July 21 12 – 5 Sat July 22 10 – 5 Sun July 23 10 – 4:00

Projected attendance 5000

Admission is \$5 (tap/cash) children 14 and under free.

All proceeds are in support of Rails End Gallery's year round community programming

Number of vendors 97

Your Contacts: Laurie Jones cell 705-854-0993 Rails End Gallery office 705-457-2330 (Michelle or Laurie)

Please note:

The Welcome Centre at the entrance to Head Lake Park has well appointed washrooms open daily from 10 am.

6 portable toilets will be open 24/7 starting Thursday night through Sunday.

There are three food providers at the Festival: Brisket Daddy (smoked meat/mac&cheese), Edilicious (Belgian Fries) and Muster Point (Italian focaccia sandwiches, barista coffee)

Social Media Tag US! #HaliburtonArtAndCraft @haliburtonartandcraft

Resources for online promotion including image assets for your Twitter, Instagram and Facebook and the Festival logo may be obtained by emailing us at info@railsendgallery.com

FB Tags #MyHaliburtonHighlands #ComeWander #HaliburtonArtAndCraft #RailsEndGallery

IG #MyHaliburtonHighlands #ComeWander #HaliburtonArtAndCraft #RailsEndGallery #HandMadeInCanada #ArtFestival #CitizensOfCraft #HandmadeStyle #HandmadeGift #CanadianArtists #OntarioArtsCouncil #SummerDestination #SummerFestival #SummerVibes #HaliburtonArtFestival #OntarioTravel #OntarioArtist #OntarioMade #DiscoverON #DiscoverOntario #ExploreOntario #YoursToDiscover

Who to tell about the Festival on social media? Help us tell our story @VisitHaliburton @TravelOntario @OntariosHighlands @CraftOntario @OhtoInsider @DysartOnline @TheHighlanderOnline @Haliburton_Life @HaliburtonCty @HaliburtonEcho

www.railsendgallery.com info@railsendgallery.com mobile 705-854-0993 office 705-457-2330
23 York Street, POB 912 Haliburton K0M 1S0 Head Lake Park address: 21 – 23 York Street, Haliburton, ON

Set-up, Vendor Entry Schedule and Take Down



Exhibitors must check in upon arrival at Rails End Gallery and Arts Centre 23 York St (landmark rail station next to Head Lake Park).

There is a Welcome Centre in the Parking Lot; you cannot pull through in front of it to drive into the park. Please be patient. If there is a lineup you can drop someone off at register you while you wait in the large parking lot South of the Welcome Centre.

Watch for our Volunteers who will be there to help you.

Vehicle access to the Festival grounds is permitted during the following times:

Thursday, July 20 - 12 noon until 8 pm so there is plenty of time to get organized if you come Thursday.

Friday, July 21 after 8 am until 11 am this is a short time, so come prepared if you arrive Friday.

Festival opens to public at NOON.

Suggestion – After registering take a walk to locate your spot before you decide to drive up to it.

If you are dropping off your tent and goods using a vehicle please drive slowly with extreme care. The spray painted lines mark water line for the sprinkler system. DO NOT USE STAKES (a municipal order)

A dolly is a good idea if you choose to park and walk your goods in or out from your car. (we have a few loaner dollies or bring your own) Exhibitor parking is at the North end of the park. A Volunteer will guide you there.

****All vehicles must be parked on grounds or removed at least one half hour before the Festival opens each day. Due to the wet spring weather the surface of the park is soft in several areas. We have adjusted booth placement accordingly.

NO ENTRY from half an hour before Festival starts daily. **NO EXIT** during Festival hours. Plan your day accordingly.

Early bird shopping is strongly discouraged. Rails End Volunteer organizers work hard to present a quality show for both the public and the vendors. Your cooperation is appreciated.

Booth must be ready when show opens on Friday at noon. Booths must remain open during advertised hours.

TAKE DOWN The Festival ends at 4 pm Sunday July 24. Please use extreme caution when packing up, loading and exiting the grounds. A little patience goes a long way. Thank you.

Parking

There is Vendor parking on the Festival grounds. If you need use of your vehicle during Festival hours you may not park on the grounds. All vehicles must be parked on grounds or removed at least one half hour before the Festival opens each day.

Vendors with motorhomes/camper, trucks and heavy utility trailers park will be assigned parking.

Thank you for helping protect our park from vehicle damage, especially if we get heavy rain.

Exhibitors' Code of Conduct

- o maintain an attractive booth with appropriate signage
- o show professional conduct and respect fellow Exhibitors
- o read all materials provided to you by the Organizer
- o follow festival rules and township regulations
- o display work closely in keeping with that shown in your application



NOTE: PLEASE USE REFILLABLE WATER CONTAINERS and not single use bottles.

Water bottle refill stations are located at the Welcome Centre and in front of Rails End Gallery.

Your Booth

When you arrive you will be directed to your spot by a Volunteer. Each single spot is 100 square feet, 10 ft. wide x 10 ft. deep Please contain your product display within your area. Do not block the pathways with overhanging items, awnings or objects on the ground.

There is no parking behind your booth UNLESS you requested it in your application. In that case, you will be located in a zone with others who asked for behind booth parking. NO EXCEPTIONS.

Exhibitors must have a canopy covering their booth. Sides are optional. The use of ground stakes is NOT ALLOWED. Please come prepared to secure your canopy with an alternative method i.e. blocks, weights, sandbags, water containers are all suitable. The park can be very windy; the prevailing wind is from the southwest.

When driving stick to paved paths. If you must go on the grass be aware there is an underground irrigation system in the park and avoid marked water lines and sprinkler heads. If you damage anything you will be charged for repair.

Children and Pets

Pets must be kept on a leash and quiet during the Festival. Please pick up after your pet.

Children should be accompanied by a caregiver at all times. The park is surrounded by two roads, a river and a lake. Please be vigilant. There is no childcare on site.

Accommodation, Banking, WIFI, washrooms, food and shopping

www.haliburtonholidays.ca lists local accommodations, restaurants and attractions.

Banking: CIBC Highland and Maple St, BMO Highland St. in front of Foodland, TD Bank Machine Highland just north of Maple St across from LCBO.

WIFI available in the Head Lake Park courtesy of the Municipality. Rails End Gallery does not have any control over this service. Every effort has been made to provide adequate coverage in the park, however, you are wise to have a plan in place in case the WIFI is not strong enough. If you need to recharge a device please speak to Gallery Staff.

Food services are near the entrance. The water bottle refill stations are located at the Welcome Centre and next to Rails End Gallery. Bring your own water bottles – we are trying hard to make this event single use plastic free event.

What's On

Visit www.railsendgallery.com for a complete schedule of events during the Festival.

Security

Security is on overnight duty Thursday, Friday & Saturday 7 pm to 7 am. Rails End Gallery and Arts Centre is not responsible for stolen or damaged inventory. Security has been instructed to contact the Authorities to report all disturbances.

Rules for overnight camping

NO open fires – The Fire Department will be notified and you will be escorted from the park immediately, forfeit all booth fees and charged for damages. A charcoal or wood fire is an open fire, however propane stoves are allowed.

NOISE must be kept to a minimum. Please respect your fellow artists and be quiet after 10 pm so everyone can get rested for the next day. Please remain in the main part of the park with your tent for safety and security. There are some nice spots along the river as well as in open areas.

Emergency information

First Aid kit is located inside Rails End Gallery and Arts Centre and at Security (overnight).

In case of emergency call 911

Our location is Head Lake Park, Haliburton Village in front of Rails End Gallery 23 York Street, Haliburton Village K0M 1S0

If you call 911 for any reason please notify the Festival organizers immediately at 705-854-0993 mobile or 705-457-2330 office. Please keep calling until you get an answer. Thank you.

Thank you for reading this information. Have a great Festival! **Rails End Gallery and Arts Centre Organizing Committee**