

PENELOPE'S NEWS



June 2017

The newsletter of the Ottawa Valley Weavers' and Spinners' Guild

Marianne Heggveit.....*Board Chair*
Sayward Johnson.....*Board Vice Chair*
Ruth Cooper.....*President*
Laurie Holcombe.....*Treasurer*
Candace Vanskiver....*Corporate Secretary*
Laurie Harkin-Chiasson...*Studio Manager*
Elizabeth Watt..... *Workshop Coordinator*

The Ottawa Valley Weavers' and Spinners' Guild (OVWSG) is a non-profit, incorporated organization, whose mandate is "to encourage its membership to achieve a high aesthetic standard and technical expertise and to promote and foster the knowledge of, interest in, and appreciation for historic and contemporary weaving, spinning, and their related fibre arts."

President's Message

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Dear Guild Members;

We are coming into the lazy, hazy months of summer. Our guild takes a break from general meetings for two months, but that doesn't mean that all stops for our members. This is our busiest time for demonstrations at markets, fairs, historical centers, fibre festivals and many more events. Several of our Demo volunteers tell me they find it a rewarding time to connect with the public and introduce many to fibre arts. Many people really don't think about where our yarns and textiles come from and what "handspun" and woven goods really mean. It is a great time to spend time with another guild member or members and share fibre art tips with each other. Many of the venues are very welcoming with great hosts to greet our members for the day or weekend.

Another activity that is coming up is the Sheep to Shawl event in Carleton Place in June. Our guild will be entering a team to compete. As either a participant or spectator, it should be fun!

The Ontario Handspinning Seminar, from June 16-18th, in Kingston, might interest some of you. This is the last year for several that it will be in the eastern part of Ontario.

Whether as a participant or guest, try to explore some of the local fibre events this summer. There is a lot happening and many talented fibre artists to meet!

To all of you, I wish you an enjoyable and great fibre-filled summer!!

Ruth Cooper

Meeting Info

This month's meeting:

Monday, June 5th, at 7.30pm

Program: Book Sale,
Equipment Auction, and Fibre
Poker

Next meeting:

Monday, September 11th, at

General announcements

This Month's Program

The program for the June meeting is two-pronged:

The first part will be an **auction of equipment and books** under the ever so able leadership of Carl Stewart.

For the 2nd part of the program we thought that it was time for another **Fibre Poker**. We had a Fibre Poker several years ago that is designed to bring us all out of our comfort zone and get everyone's creative juices going. The items produced for the last Fibre Poker were quite amazing and since we now have so many new members we thought that it would be a good opportunity to give everyone a chance at this. We will have almost three months over the summer to make the projects based on the Fibre Poker. We will explain at the meeting how the Fibre Pokers work and there will be separate challenges for weavers and for spinners/fibre-ists.

Announcements from guild coordinators

2017/2018 Program Proposals

We are in the process of putting the 2017-2018 programs for our monthly meeting. As in previous years, we are looking at programs that appeal to the majority of members and/or a balance between fibre-related and weaving programs. We are also aiming at a balance of programs presented by Guild members and by guest speakers. If you would like to present a program or if you can think of someone who could give an interesting presentation, please let us know at cs388@hotmail.com and heggteit@rogers.com.

Thanks,
Carl Stewart and Mandy Heggteit
Program Coordinators

Workshops

Instructors who are interested in teaching in 2017-2018, please contact me at workshops@ovwsg.com.

Elizabeth Watt
OVWSG Workshops Registrar

Library

If you wish to check out books or other media from the library, please bring a cheque for the \$10 deposit, since the books don't need to be returned until the September meeting. Upon return of your library materials in September, your cheque will be returned to you. The maximum allowed items is four (4) and you must be a member in good standing (membership must be up-to-date).

Membership

Most members have a membership renewal date of April 30. If this applies to you, you are now in your 30-day grace period. All those not paid up by the June meeting, will have their guild privileges revoked. Renew now, to avoid me bugging you.

1. Renew online:
www.ovwsg.com, then the membership tab. Follow the directions. Pay with PayPal or for credit card payment. Follow through the PayPal payment page till you find an option “change payment method” or “I do not have a PayPal account”. Either one will take you to the credit card payment page.
2. Snail mail:
(Cheques made out to OVWSG)
OVWSG
Heartwood House
404 McArthur Ave.
Ottawa, ON
K1K 1G8
Attention: Membership
3. At the June 5 meeting, see me at the membership table.

Laurie Harkin-Chiasson

Demos

Welcome to Demo Season for the guild!

This is our opportunity to get out into the community and showcase our incredible skills and share them with the public. In the past years, demos have been organized into teams, with a call out for volunteers and the team leader selected from that group. This method allows more participation from more guild members. We've nearly doubled our attendance across the Ottawa Valley.

This year, some of my standard contacts at the museums and events have moved on therefore I'm expecting to hear later in the year that our services are needed, but in a full-blown panic. I'll be contacting you with urgent calls. We have new demo opportunities, never done before, new museum coordinators, new venues but they will not be fulfilled without your help.

I understand that not everyone is comfortable doing a demo, but you know so much more about fibre arts than the majority of the people who will visit you at a demonstration. You enjoy what you are doing and everyone in this craft or art is on a learning curve. We all have more we would like to know, but doing a demo is such an enjoyable way to spend a day and share our knowledge and enthusiasm.

Jump in and get your feet wet – we can help! What do you need from team leaders and the Demo Coordinators to help you join a demo team?

Bernadette Quade and Jean Sharp
Demo Coordinators demo@ovwsg.com

Booths available for vendors at the 2017 Exhibition and Sale

Choice locations are still available for the sale. Single vendors and groups are welcome – please spread the word.

Several 6'x10'booths @ \$102 each (plus HST) and 10'x10'booths @ \$170 each (plus HST) are still available.

If you have never had a booth before and don't feel that you have enough items to sell – join up with a guild colleague or fibre friend from your community (they will need to purchase a guild membership to be a vendor – but that is easy!). Go to the [2017 OVWSG Exhibition and Sale](#) page and check it out. There you can find the application form with booth sizes and prices.

The Exhibition and Sale is a juried show. Potential vendors can see the requirements here: [Guild Standards](#). For more information contact the booth coordinator, Francesca Overend at foverend@rogers.com.

2017 OVWSG Exhibition and Sale

Glebe Community Centre, 175 Third Avenue, Ottawa

Saturday, November 4, 10 am – 5 pm Sunday, November 5, 10 am – 4 pm

OVWSG Jury Process

For over 30 years now the OVWSG has held a yearly Exhibition & Sale featuring the work of its members and has become a well-known and well-respected event of Ottawa's pre-Christmas season. The main reason for the success of the Exhibition & Sale is the high quality of the many items that are offered for sale. To maintain the level of quality that is expected by visitors to the Exhibition & Sale, new vendors are asked to submit three examples of their work to the committee for approval. The committee consists of three guild members one of which is a weaver, another a spinner and one from the fibre field such as felting. The committee examines the submitted work to assure that it conforms to the Standards that are published on the Guild's website.

Works can be submitted to the committee at any meeting or social night before the Exhibition & Sale and candidates will be advised of the dates as required.

Should work presented to the committee not conform to the Guild's Standards, the candidate will be encouraged to remedy flaws in the work and to re-submit.

Co-Op Booth at Exhibition and Sale

Summer is just arriving and it seems strange to be talking about the November Ex & Sale. There is a lot of planning in progress already.

There are several small booths available this year and members are encouraged to consider renting one on your own or perhaps having another member or two join you.

Would you like to participate in our Exhibition and Sale in November but you don't want to rent a

booth? You are welcome to join the Co-op Table. Members may place their sale items in the Co-op booth and a commission of 12% is charged by the Guild only on items that are sold. You will also be asked to volunteer a couple of hours to set up, sell or take down the booth.

The Co-op Table is open to beginners and experienced members. This is an excellent way of getting to know more guild members. It is a fun and inspiring weekend.

If this is the first time you have participated, or you are doing a new craft, you must have a sample of your weaving, spinning or felting juried prior to the Exhibition. The OVWSG standards can be found on our website under the Exhibition and Sale page. This document will explain the requirements for our exhibitions and sales. It is important that your samples are labeled properly for the standards committee and I can assist you in contacting committee. Bring some samples of your work to the September meeting or make arrangements with me to have them juried at a different time.

I will have sign up sheets for the Co-op Table at the June meeting. If you are considering being a participant, please sign up. If you have any questions, please feel free to contact me at kathleenschwass@hotmail.com.

Kathleen Schwass

Art Show Update

The art show was installed on Monday May 8th and will be on display at the Shenkman Arts Centre in Orleans (245 Centrum Blvd) until Sunday May 28th. Our closing reception is on **Sunday May 28th from 1pm – 3 pm**. I hope you can join us to see the show before it is taken down.

Our display of 150 canvases looks amazing. The show includes the work of 61 different artists. The talent in our guild is quite impressive. This photo shows the pieces after they were first installed.

On Mother's Day we had a sit and spin at the art show. About 15 spinners took part and we got to enjoy the space and chat with the various visitors who dropped by.

We are in the planning stages of a book featuring the works in the show, some behind the scenes pictures from our volunteer days, and a bit of info about the guild. The book will be a magazine size (8.5"x11") on premium paper. We hope to have a few samples printed up over the summer and will then take pre-orders for a print run in the fall. The expectation is that the final copies should be available in late fall. We expect copies to be approximately \$20 each (including tax, shipping).

As the show is drawing to a close, I wanted to take a minute to thank the many volunteers who helped out. There are many hours of hard work needed to stage a large event like this, and I am thrilled with the contributions of the team. Thanks so much for pitching in and making this project a successful reality. I am delighted with what we have accomplished and very proud of our guild.

Thank you from the bottom of my heart.

Carlene



Upcoming Classes

Seguin Loom

A course on the 24-shaft Seguin loom is taking place in Gatineau starting this month. The course will be given in 3 sessions: June 17 (3 hours), July 8 (3 hours) and September (2 hours) (date to be confirmed) giving time to try it out and ask questions at the next session. Participants need to have a laptop with Fiberworks installed. Cost is 70\$.

If interested, contact Sylvie Faucher for details at faucher.roy@gmail.com

BASKETRY WORKSHOPS – Help your instructor decide!

I am planning for basketry workshops to be held in 2018 (most likely Jan. to May). Do I repeat a popular basket or offer a new basket?

Do you have a basket you would like to make? Please let me know.

Here are some suggestions:

Wool Drying Basket – a large basket (11" x 11" x 12 with 2 handles and feet, at least 2 days with fairly high material fees.

Egg Basket – 12" round with handle, at least 2 days or 3 evenings, med-high materials fees.

Market Basket – rectangular (approx. 8" x 12" x 12" with wood handle (possibly hinged to lay flat), 1 full day or 2 shorter days, med. Materials fees.

Twined (wickerwork) Fruit basket or planter– an easier basket to make, 8, 10 or 12" - 1 day, lower material fees.

Choctaw Pouch – a triangular basket that hangs on the wall (approx. 12” x 9” x 16”), 1 day, med. materials fees.

Elbow/Heart Basket – shaped like a heart with 2 openings at the top & hangs on wall, approx.. 8” x 6” - 1 long day or 2 shorter, med. materials fees

Note: I will still offer Pine Needle Basket, as it is very popular.

Contact: Laurie Harkin-Chiasson: membership@ovwsg.com



Left to right, top to bottom: Wool drying basket, market basket, Twined fruit basket, Choctaw pouch, Elbow/Heart basket.

Events

The **Lambsdown Sheep Festival** is coming up in Carleton Place and we have been asked to hold a **Sheep to Shawl demo** for the day.

Would you like to join the OVWSG team? The creation of the shawl from scratch will follow along the same timing and duties as the practice run we had in February.

Please send me an email at gambissara@yahoo.ca and I will send you the details. Jean Sharp

Weavers Unlimited travelling exhibition *Weaving Past into Present* in

- Mississippi Valley Textile Museum, upper gallery, June 6 – September 16
- Belleville, John M. Parrott Gallery, November 2 – 30

Weavers Unlimited is a group of weavers, all members of the OVWSG, who periodically research various aspects of handweaving and exhibit their work. To celebrate Canada's 150th Anniversary each member wove a shawl based on her cultural background thus *Weaving Past into Present*. Each shawl is accompanied by a didactic text that provides information on what inspired each weaver's shawl.

Punctured Landscape Exhibition

Carl Stewart's *Swoon 04* will be included in the exhibition *Punctured Landscape*, curated by Kegan McFadden, at the Art Museum of the Americas in Washington, DC. *Punctured Landscape* opens on April 26 and continues to July 30.



Association of Québec Weavers / Association des tisserands du Québec 2017 Annual Convention / Congrès annuel 2017, June 2-4 2017

June 2-4, Hotel Manoir D'Youville, Châteauguay
498, boulevard d'Youville, Île St-Bernard Châteauguay, (QC) J6J 5T9
Tel : 450-692-8291, toll-free : 1-844-900-8291

Program:

Workshops: Echo Weaving, Theo Moorman, Handwoven fabrics for home, Sewing handwoven fabrics
Conference, Exhibits, Vendors, Research Group, Fashion Show, Annual meeting

Conference fees: 135\$

Registration at: <http://lestisserandsduquebec.com/formulaires-en.html>

This year, we are happy to learn that the **Carleton Place Lambs Down Park Festival** is shifting its focus to emphasize the work of artisans -- and is offering **opportunities for demos and vending, all under a huge tent**. Here's some information on the one-day festival:

The Canadian Co-operative Woolgrowers, located at 142 Franktown Road, Carleton Place, grades and markets close to three million pounds of raw wool each year. In celebration of the town's historic links with wool and wool processing, the BIA and the Woolgrowers are joining forces on Saturday, June 17th to host the BIA Lambs Down Park Festival.

The festival will run from 10 am until 3 pm on the Wool Growers property, and will feature hands-on demonstrations of sheep herding involving working sheep dogs, sheep shearing and demos of wool-spinning, weaving and bobbin-lace making. As well, in keeping with the festival theme, tours will be conducted of the Woolgrowers facilities.

Sheep Shearing Demonstrations: 10:30-11:00, 11:30-12:00, 12:30-1:00, 1:30-2:00, 2:30-3:00.

Dog and Lamb Herding Demonstrations: 11:00-11:30, 12:00-12:30, 1:00-1:30, 2:00-2:30.

Entry to the Festival is free. If you would like to be involved as a vendor or demonstrator, please contact Darcy Chalmer at ddchalmer@gmail.com



Ontario Handspinning Seminar

Our Past Inspiring Our Future:
150 years of spinning in Canada



Come spin with us!
June 16-18, 2017
The Ambassador Hotel
& Conference Centre,
Kingston, Ontario

www.ontariohandspinningseminar.ca

Terrific classes

Fabulous sale room with items ranging from raw fleece, through dyed fiber and tools (Entry \$5 for non-attendees)

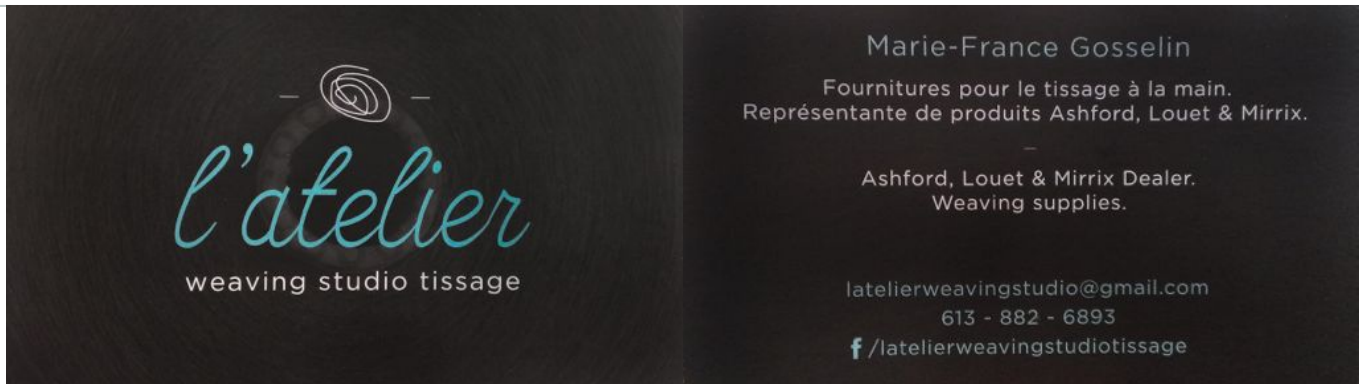
Marketplace

The Marketplace portion of the newsletter is used to promote and assist its members. Some restrictions may apply as to space availability and file restrictions.

Contact Natalie at marketplace@ovwsg.com or newsletter@ovwsg.com

Créations Christine
Représentante d'Ashford Dealer

Pour plus d'information - For inquiries: 819-405-2007 cgagne40@gmail.com Christine Gagné



The image shows a business card for 'l'atelier weaving studio tissage'. On the left, there is a logo with a stylized 'a' inside a circle, followed by the text 'l'atelier' in a large, cursive font, and 'weaving studio tissage' in a smaller, sans-serif font below it. On the right, the text reads: 'Marie-France Gosselin', 'Fournitures pour le tissage à la main.', 'Représentante de produits Ashford, Louet & Mirrix.', 'Ashford, Louet & Mirrix Dealer.', 'Weaving supplies.', 'latelierweavingstudio@gmail.com', '613 - 882 - 6893', and a Facebook icon followed by '/latelierweavingstudiotissage'.

Moving to a smaller house and lots of things must go. 2 re-conditioned antique spinning wheels, antique yarn blockers, fibres, yarn, books, magazines Keep watching shirleybrowskyfibredesigner.com for more items throughout the summer.

For Sale: Three items that came along with a recent new-to-me loom purchase.

One: a home-made but sturdy bench with a hinged seat and an open-top storage space at each end. Pine, with screw-in legs, 34 inches by 12 inches; seat height 20.5 inches. \$40

Two: a home-made Inkle loom, base 30" by 6". I know nothing about Inkle looms, but it was checked over by someone who does and she says it's working and complete with string heddles. \$25

Three: Book - '*Inkle Weaving*' by Lavinia Bradley. Almost new condition, only the former owner's name written in the fly-leaf. Listed on used book sites at anywhere from \$30 US to \$80 US, plus shipping. \$25 (Cd!)

Please contact me at susan@susanberlin.ca or [613-259-5036](tel:613-259-5036)

For Sale: FLEECE - lots of freshly shorn fleece. Well skirted by your spinning friends. Also available: BFL wool roving; wool - alpaca roving; and sheepskin rugs. Place your fall lamb order anytime. Contact Kelly MacGregor at KinnairdFarm@gmail.com or call [613.659.4267](tel:613.659.4267).

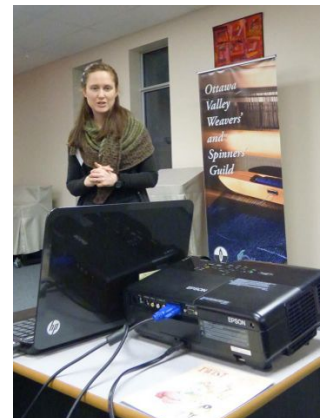
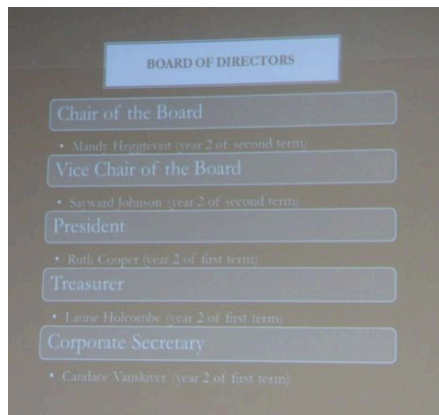
For sale: 4 harness LeClerc folding loom, width 45 inches, bench, warping board, books, shuttles, extra heddles, \$500.00
[250 816 5527](tel:2508165527) or [613 862 9410](tel:6138629410)

Welcome New Members!

Natalie Belair
Mary Thorne
Cathy McGregor
Josee Damboise
Andrea Belcham

May Program

Last month's meeting was the AGM:



Show & Tell



Left to right: Liz's patchwork rugs, Catherine's long woven scarf, and Ruth's woven lace linen square.



Left and below: Lise's catalogue, Ann's catalogue.



Top left and left: Elizabeth's waffle weave and book.



Annual General Meeting Minutes

**1 May 2017, 7:30pm
Heartwood House**

ANNUAL GENERAL MEETING **Year ending April 30, 2017**

Chair of Board: Mandy Heggveit (Absent), Sayward Johnson (Vice Chair, Acting Chair)

Chair of Meeting: President Ruth Cooper

- Chair of Board (Sayward) introduced Chair of meeting, Ruth who welcomed members, new members, and guests. (43 members in attendance, +1 new & 1 guest).
- Copies of the 2016 AGM minutes are available at the front for review; minutes are always filed in the studio for members to review anytime.
- Members are always welcome to attend an executive meeting, please let us know that you're planning to attend so that space is available.

Business:

- **Review and acceptance of draft Minutes of AGM of 2016 (in June/16 newsletter)**
 - Motion: Carlene Paquette moves to accept the Minutes of the 2016 AGM as presented.
 - Seconded by: Beth Briggs.
 - No objections.
- **Annual Reports:** these are all available at the meeting in hardcopy for anyone who would like a copy. They will be stored in the Studio along with past reports.
 - President's report: read by Ruth.
 - Treasurer report delayed: Laurie Holcombe is unavailable tonight with year-end accounting obligations at work. Year-end Financial report will be presented at June 5th meeting. A motion will be presented to accept and approve the 2015-2016 Financial Statements as presented at June 5th meeting.
 - There has been an appointment of an Auditor / Reviewer of our annual financial statements. We have now reached an income level that requires the hiring of an auditor. The "Review Engagement" is underway.
- **Elections:** Julie-Anne Zdunich has, once again, done a fine job as the Nominations "Committee". Julie-Anne expresses her thanks to all those who took on vacant roles and those who continue to serve.
 - No list of nominations requiring a vote as the two-year term is not up for the term positions.
 - A table compiled of all present positions and volunteers who have put their name forward to stand for specific positions is on display.
 - With a show of hands the list of volunteers was approved.

AGM ADJOURNED.

**Board of Directors and Operational Positions
For 2016 – 2017
V6 Mar. 5, 2017**

Position	Name	e-mail Alias (add @ovwsg.com)
Chair of the Board	Marianne Heggveit	chair@ovwsg.com
Vice-chair of the Board	Sayward Johnson	
President	Ruth Cooper	president@ovwsg.com
Treasurer	Laurie Holcombe	treasurer@ovwsg.com
Corporate Secretary	Candace Vanskiver	

Position	Name	
<u>Fiscal Management Team</u>		
Treasurer	Laurie Holcombe	treasurer
Grant Coordinator	Moir White	
Grant Assistant	Sylvie Faucher Susan Berlin Ann Côté Klara Konya	
Fundraising (Raffle)	Vacant	
<u>Corporate Services Team</u>		
Corporate Secretary (see Board)	Candace Vanskiver	
Membership Coordinator	Laurie Harkin-Chiasson	membership & info & ids
Archivist	Cindy O’Gorman	
Constitution and By-laws	Ann Sunahara	
Heartwood House Liaison	Marianne Heggveit Backup: Laurie Harkin-Chiasson	HH liaison
Heartwood House - Corporate Rep.	Isobel Bisby	
OHS Liaison	Liz Wichman	
External Guilds Liaison	Ann McElroy	
Standards Committee – Weaving	Jackie Russell Carmen Deschenes	
-Spinning	Denise Furukawa	
-Other	Merilyn Mulligan	

<u>Studio Team</u>		
Studio Manager (appointed to the Board)	Laurie Harkin-Chiasson	manager & studio & studio manager
Assistant Studio Manager	Terry Nelson	manager & studio & studio manager
Equipment Manager		equipment
Assistant Equipment Manager	Ann Sunahara Moir White Louise Travill	equipment
Librarian	Jan Scott	library
Assistant Librarians	Ann McElroy Terry Nelson Alison James Lynda Beaudoin	
Weaving Equipment Rental Coordinator	Lise Horth-Susin	rental & rentals
Spinning Equipment Rental Coordinator	Anita Hebert	rental & rentals
100" Loom Coordinator	Ruth Cooper	
Yarn Convenor	Julie Anne Zdunich	
Donations coordinator	Catherine Barette	donations
<u>Programming Team</u>		
Workshop Coordinator (appointed to the Board)	Elizabeth Watt	workshops
Assistant Workshop Coordinator	Beth Briggs	by request
Monthly Program Coordinator	Marianne Heggveit Carl Stewart	
Assistant Monthly Program Coordinator	Jean Sharp	
Demo Coordinator	Bernadette Quade	demo & demos
Assistant Demo Coordinator	Jean Sharp	demo & demos
Hostess	Merilyn Mulligan	
Greeter	Cathy Louise Koenjer	
<u>Public Relations Team</u>		
Website Manager	Judy Kavanagh	website
Newsletter Editor	Natalie Shumovsky	newsletter & marketplace
Social Networks (Facebook)	Ann McElroy	

Social Networks (Yahoo)	Rebecca Cairns	
Social Networks (Twitter)	Jean Sharp	
Social Networks (Ravelry)	Carlene Paquette	
Ad Publicity	Lauren Abrams	
<u>Exhibition and Sale Team</u>		
Ex & Sale Coordinator	Ann Middleton	Guild sale

Announcements:

- **TWIST:** Linda Perrier provided postcard/rack cards and an overview of the interesting courses on offer.
- **Sheep to Shawl (S2S):** Jean Sharp is organizing an event for June 17 at Lambs down.
 - Sheep to shawl participation requires that a raw fleece (as provided at the event) is spun and woven onto a prepared warp.
 - Contact Jean if you're interested via the membership list. She'll contact those who participated in this past winter's S2S event.
- **June Program:** auctioning off extra equipment & books in addition to our program.
- **Penelope's News Broadcast:** New! We will be providing announcements rotating on screen before and during meetings to save time. Contact Candace Vanskiver to have an announcement included.
- **Equipment:** a woman from the Kitchissippi area would like to borrow a carder, roving and raw fleece to show children about the sheep to shawl process. See Ruth.
- **Ex & Sale:** Anne Middleton has been coordinating the Ex & Sale and must step down for personal reasons. Everything for the venue has been confirmed as well as the parking.
 - We are in need of a small committee of people to coordinate the volunteers and help Francesca get the booth quota filled.
- **Judith Rigiel:** Has had a fall and will be ok. She is in good spirits and would appreciate cards rather than calls. No candy nor flowers please.
- **Liane Thiery-Smith:** looking for food volunteers for our Fibre of Our Being exhibition party. She passed around a sign-up sheet. Contact her if interested.
- **Grant:** Our city grant has been approved for another three years!
- **New pop-up banner:** Bernadette has our new banner on display.

Break -----

Show and Tell

Gordon Moat	Ontario Handspinner
Liz Bivens	Patchwork rugs
Catherine Barrette	Woven scarf
Ruth Cooper	Linen sample
Elizabeth Watt	Weaving with Echo and Iris book, waffle weave on the rigid heddle loom
Lise Horth Susin and Anne Millar	Catalogue

Thanks to all. Meeting adjourned 9:00pm.

Next meeting takes place Monday June 5, 2017, 7:30pm.

Ottawa Valley Weavers' and Spinners' Guild

Vendor's Application - 2017 Exhibition and Sale - Simply Unique! (Saturday November 4th 10-5 and Sunday November 5th 10 - 4)

Glebe Community Centre, 175 Third Ave, Ottawa

Vendor Access

Set up - Friday, November 3rd, 6 pm - 9 pm

Saturday - 9 am - 5:30 pm

Sunday, November 5th, 9 am - 6 pm

Name	
Telephone	
Address	
Email	
Web site	
Booth choice #	
Booth size requested (cost is \$1.70 per sq. foot; a schematic with booth numbers is attached.)	

Booth Size	# of booths available	Cost	HST	Total
6 x 10	9	\$102	\$13.26	\$115.26
10 x 10	13	\$170	\$22.10	\$192.10
12 x 10	4	\$204	\$26.52	\$230.52
15 x 10	1	\$255	\$33.15	\$288.15
12 x 13	1	\$265	\$34.45	\$299.68

Booth cost due: \$_____

Membership (if applicable) \$50

Total payment: \$_____

Please indicate how many tables_____and chairs_____you will require.

Payment

- Booth and membership fees are due by June 1, 2017
- Cheques are payable to the **Ottawa Valley Weavers' and Spinners' Guild** and dated June 1, 2017
- Refunds: one half before September 1, 2017; no refunds after this date.
- All vendors must be members of the Ottawa Valley Weavers' and Spinners' Guild.

Completed forms and payment are to be sent to:

Francesca Overend

87 Quinterra Court

Ottawa, On K1V 1K9

Completed forms can also be e-mailed to: foverend@rogers.com

Please note that applications will only be considered completed once your payment has been received.

For **PayPal payments**, please see information on the back of the Membership Application form, or Membership on the website.

In addition, all vendors agree to:

- Mail out and/or email promotional material to 15 or more clients and distribute bookmarks and flyers in _____(indicate area).
- Forward .jpg images of recent work, as well as a biography, to Judy Kavanagh (email: judy_kavanagh@rogers.com). These will be posted on the Guild Web site and used for the sale publicity.
- First time vendors must undergo a standards control selection process during the May or June Guild meetings.
- Ensure that display equipment for booths not located against a wall does not exceed 6 feet in height.
- Ensure that displays do not exceed the marked booth space.
- Only LED lights will be allowed in your booth
- Cover the back of their booth display if so requested by the Sale Coordinator.
- Complete a confidential survey that includes an estimate of total sales at the conclusion of the sale.
- Bring safety tape and power bars to facilitate use of limited outlets in hall

Signature of Applicant and date_____