

Pelham Art Festival - Liability and Artist Code of Conduct Agreement

For In-Person and Online Festivals

Effective November 1, 2025

GENERAL TERMS AND CONDITIONS

Safety, Liability, and Insurance

All participating artists are responsible for the safety, care, and insurance of their artwork throughout the Festival, whether participating in person or online. Artists must ensure that artwork is securely transferred or shipped to purchasers and arrives in good condition. The Pelham Art Festival (PAF) is not responsible for loss, damage, or theft of any kind.

Marketing and Promotion

Participation in the Festival grants PAF permission to reproduce images of your artwork and biography text for the purpose of promoting the Festival online and in print. All images will be properly credited. Artists will receive PAF artist communications and access to Festival promotional materials. PAF's visual and written assets must be used "as is" and not altered to protect the integrity of the Festival's design and brand.

Artist Code of Conduct

Pelham Art Festival values respect, openness, positivity, and community. These core values apply to all communications and interactions involving artists, committee members, volunteers, and the public. PAF maintains a zero-tolerance policy for disrespectful or inappropriate behaviour. Any violation may result in immediate dismissal from the Festival (in-person or online), loss of fees, and ineligibility for future participation.

Community Standards and Compliance

The Pelham Art Festival is a family-friendly event. Artwork displayed must be suitable for general audiences. If work does not meet Festival standards, artists will be notified. The Festival may request removal of non-compliant works or terminate participation without refund. Artists uncertain about compliance should contact pelhamartfest@gmail.com before the Festival. No exceptions will be made onsite or after setup.

Payment and Commission

The application handling fee is \$30 (\$10 for Youth Artists) and is non-refundable. A 15% commission on total sales will be retained by the Pelham Art Festival in support of the Lincoln Pelham Public Library System, art scholarships, and community arts projects. Participation or booth fees are non-refundable after April 15, 2026, unless a replacement can be found from the waitlist.

International Artists

Artists applying from outside Canada are responsible for securing the necessary travel and import documentation. PAF does not issue visa invitation letters. All travel, accommodation, shipping, and customs costs are the artist's responsibility. International artists are encouraged to apply for PAF Online participation.

IN-PERSON FESTIVAL

May 8–10, 2026 — Meridian Community Centre, Pelham, Ontario

Artist Presence

Artists must be onsite for the full duration of the Festival to represent themselves and engage with the public. Assistants may help in booths, and PAF volunteers are available to provide short relief breaks; however, artists may not hire others to sell on their behalf.

PAF values the personal connection between artists and visitors, an essential part of the Festival's mission and the artist's success. Artists are expected to remain available throughout the Mother's Day in-person Festival weekend to answer questions, engage with potential buyers, and help facilitate sales.

Insurance and Security

The MCC security system monitors the Accipiter arena overnight on Friday and Saturday. Despite these precautions, artists remain responsible for insuring their own work.

Sales and Transactions

Sales may be made directly with customers or processed through credit/debit payments at the Pelham Art Festival Treasurer/Information Table. Artists must complete the provided triplicate invoices for all sales to maintain records for both themselves and PAF.

On Sunday, at the end of the Festival, artists are required to check in at the Information Table to:

- Submit their 15% commission payment based on total sales, and
- Receive payment for any funds collected on their behalf, if applicable.

ONLINE FESTIVAL

May 1–31, 2026 — PAF E-Commerce Platform

Online Gallery Setup

Artists are responsible for uploading their artwork, descriptions, prices, and biography to their secure online gallery by April 27, 2026 to be included in online curated exhibitions. Festival administrators will review submissions and provide support to ensure galleries are complete and visually consistent with PAF standards.

Gallery Updates and Management

The Artist can make additions or changes to their own online gallery as desired when their art is sold or when they wish to change art in their online gallery, showing up to fifteen pieces of art for sale at any time.

Customer Engagement

Artists must be available throughout the Festival to respond promptly to customer inquiries and manage sales. Artists may not appoint representatives to conduct online sales or communications on their behalf.

Post-Festival Sales

From **June 1, 2026**, and through **April 2, 2027**, the Artist monitors and manages their own sales directly. No commission is deducted.

Shipping and Delivery

Artists handle all shipping arrangements. Local buyers may coordinate in-person delivery or pickup directly with the artist. For non-local buyers, artwork must be professionally packaged and shipped with appropriate insurance and tracking. Artists should clearly communicate shipping costs before completing sales. For packaging guidance, visit saatchiart.com.

ARTIST AGREEMENT

By submitting your application, you acknowledge that you have read, understood, and agree to comply with all terms and conditions of the Pelham Art Festival Liability and Artist Code of Conduct Agreement.