



TAKE 13-2016

CALL FOR PROPOSALS

WHERE

Society for arts and technology | SAT
1201 Blvd. Saint-Laurent, Montreal
www.sat.qc.ca
Admission 18 years and +

DATES

SET-UP:
Tuesday, November 29
8 a.m. to 4 p.m.

OPENING RECEPTION
Tuesday, November 29
5 a.m. to 9 p.m.
By invitation only
Reserved for the media and VIP

PUBLIC OPENING
Wednesday, November 30
Thursday, December 1
Friday, December 2
Noon to 9 p.m.

Saturday, December 3
Sunday, December 4
Noon to 7 p.m.

TAKE-DOWN
Sunday, December 4
Only after 7 p.m.

SOUK @ SAT

OBJECTIVES

Gather Montreal creators / designers from diverse horizons in one space.

Offer creators / designers a space to promote and sell their creations during an event that is free and accessible to all.

Offer a selection of new Montreal creations to a clientele that is curious and always on the lookout for new discoveries.

Provide contemporary Montreal creations for all budgets.

STAGING

Recreate an environment inside the SAT that evokes a loft-style apartment.

SHOWROOMS

- Living room
- Dining room
- Kitchen
- Bedroom – adult
- Bedroom – children
- Walk-in closet
- Studio/workshop
- Office
- Lounge
- Boudoir
- Bathroom

FOOD LAB

The café / bar on the ground floor and the kitchen on the 2nd floor will be open every day.

ITEMS ON SALES DISPLAY

Anything one can find in an apartment, terrace, garden.

Accessories, posters, tableware, jewelry, calendars, greeting cards, seasonings and spices, games, books, lamps, furniture, uniquely designed decorative or utilitarian objects, stationery, photos, sculptures, paintings, clothing, onsite creations, etc.

VENUE SET-UP AND SERVICES PROVIDED TO EXHIBITORS

- Display stands for your items [souk @sat must approve how the creations are displayed].
- Technical support for the venue set-up
- Onsite storage space
- Support technicians
- Media relations and promotion
- Cashiers
- Accounting services
- Background music
- Photographer – archives
- Lighting and electricity
- Security
- Cleaning services
- Bar and restaurant services
- Bags and packaging materials can be purchased at the cash stand

EXHIBITORS' RESPONSIBILITIES

souk @sat cannot be held responsible for any losses or damages that might occur during the event.

Each creators / designers must ensure that a person is put in charge of the display and the sale of their items.

souk @sat is not responsible for the transportation of creators' / designers' goods before and after the event

PROFILE OF CREATORS / DESIGNERS AND THEIR CREATIONS

ORIGIN

Creators / designers must be from the greater Montreal and its surrounding areas.

SALES ITEMS

Proposed creations must have at least one of the following characteristics: useful, decorative and/or artistic and also must be items that have their place in an apartment.

souk @sat welcomes items created in collaborations with other creators / designers or work created by a collective.

The displayed creations must be original works, the exclusive intellectual property rights of which must be held by the creator(s) / designer(s).

souk @sat cannot be held responsible for copies or reproductions of exhibited creations that are put on sale.

CREATORS' / DESIGNERS' EXHIBITION SPACE

The souk @sat organizers will solely determine the location and size of the space occupied by each creator / designer.

The space assigned to a creators / designers is put at their sole and exclusive disposal.

Creators / designers cannot invite others to share their space, nor may they offer creations made by a third party.

SALES AND PRICING

Creators / designers set all prices for their articles themselves, taking into account that 15% of their total revenue will go to souk @ sat for expenses, and that they must assume transaction fees for Visa, MasterCard and debit payments.

Prices must include all taxes, where applicable.

Suggested prices: within reach of any budget, or for a wide range of budgets.

PROMOTIONAL MATERIAL

The following are permitted: business cards, look-books, catalogues, visuals, portfolios and press kits.

Promotional signage is not permitted inside the venue during the souk @ sat event (e.g. posters, banners etc).

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REGISTRATION FEES

\$ 100.00 for each selected creator / designer

REGISTRATION FEE PAYMENT METHODS

- Before Friday, October 28th, 2016
- By cheque only
- By mail: SAT, C.P. 1083
Succursale Desjardins, Montréal
Québec, H5B 1C2
- All cheques must be made out to "Société des arts technologiques"
- Envelope must be addressed to souk @ sat
- Indicate that it is for the souk @ sat registration fee

CREATORS' / DESIGNERS' CONTRIBUTIONS

15% of total sales goes to souk @ sat to cover organization expenses.

ACCESS TO CREDIT AND DEBIT CARD PROCESSING TERMINALS

Debit and credit card processing services are available at the SAT.

The service fees are ¢ 25 per debit, 3,5% for Visa or MasterCard transactions of the total sales amount.

PAYMENT METHOD (FOR SALES)

Cheques can be collected in person at the SAT on **Thursday, December 15th 2016** (from noon to 5 p.m.).

All cheques that have not been picked up by Thursday, December 11th 2016 at 5 p.m. at the latest, will be sent by mail the next day without exception.

Please ensure that you have submitted the exact name of the payee (for cheques), as well as your complete postal address, your telephone number, and your email address.

15% of the sales will be automatically deducted from your total sales amount, as well as service fees for debit and credit card transactions.

VISIBILITY

FLYERS

3,000 colour copies (distributed throughout Montreal starting Tuesday, November 8, 2016)

A certain number of flyers will be reserved for creators / designers to facilitate their individual promotional efforts.

The souk @ sat provides selected creators / designers with an electronic flyer in view of allowing them to pursue their own promotional efforts in their respective networks.

PROMOTION

- Presence on the souk @ sat website + social media [Facebook, Twitter, Instagram, Pinterest etc.]
- Presence on the SAT webpage
- souk @ sat + SAT Newsletter: 30,000 subscribed members
- Facebook 59,000 [souk @ sat + SAT]
- A press release will be sent to journalists in the print and electronic media [newspapers, radios, TV, blogs, etc.]
- Follow-up with journalists and the various medias

WEB SITE

www.souk.sat.qc.ca
Link at: www.sat.qc.ca

MEDIAS RELATIONS

The souk @ sat generates media coverage via newspapers, radio, TV, blogs, websites, Facebook, Twitter, Instagram etc.

GUIDELINES AND SELECTION

GUIDELINES AND CRITERIA

- The selection criteria are based on the excellence of the work in all its aspects: aesthetics, creativity, innovation and technical mastery.
- Priority will be given to proposals from creators whose work demonstrates a personal style, a willingness to question their form of expression, and a desire to expand the limits of their practice.
- Candidates must be recognized creators / designers (established artists/ designers, in mid-career, starting a career or students).
- Candidates must supply a completed application form (see "proposal requirements" below).
- Candidates must present original works.
- Resale of products is prohibited.
- Imported products are prohibited.
- Candidatures by manufacturers, distributors and importers are not eligible.

CREATORS / DESIGNERS WHO HAVE PARTICIPATED IN PREVIOUS SOUK @ SAT EDITIONS

Participation in previous souk @ sat editions does not make one automatically eligible for future souk editions.

A proposal dossier must be submitted for each edition, because the selection committee is renewed every year.

It is essential to submit a selection of new creations.

souk @ sat is emphatic about supporting creators / designers who innovate and continue to expand the limits of their field.

souk @ sat seeks to highlight creativity by presenting productions that continually expand the limits of various disciplinary fields in innovative ways.

PROPOSAL SELECTION

A selection committee of professionals chosen for their specialized expertise will evaluate the proposals

in consideration of the maximum per category quota.

PROPOSAL REQUIREMENTS

Required information: name, surname / address(es) / company name / telephone / cell / fax / e-mail / website

CV (description of current and past professional experiences related to your creative practice, whether it be in the arts and crafts trades, visual arts, fashion, contemporary design, etc.).

A minimum of 5 visual documents representing the creators' | designers' work (drawings, sketches, digital or printed photographs, pamphlets, videos, catalogs, look-books, links to websites, articles in newspapers or magazines, or any other pertinent documents that clearly depict the proposed works and the price of each item).

A brief description list of each of the proposed works to be put on sale at souk@sat, including details about the materials used, format, and year of production and the suggested sales price.

Deadline: Wednesday, October 12, 2016 at 6 p.m.

No proposal will be considered after the deadline date.

Replies will be sent exclusively by email a maximum Saturday, October 22nd at 6 p.m., 10 days after the proposal deadline.

HOW TO SUBMIT YOUR PROPOSAL

Via our website: souk.sat.qc.ca

Only proposal submitted via the souk site will be accepted.

souk@sat does not accept proposal dossiers sent through the mail, by email or delivered in person.

SOUK @ SAT OPEN HOUSE

souk@sat is giving artists the opportunity to present their dossiers to the jury so that they may support their proposal.

The dossiers must be sent via the website prior to the creators / designers arrival at the open house event where they may present their products in person

Option 1: submit / drop-off dossiers

Option 2: present the dossiers to the jury (maximum presentation 5 min. per applicant).

Saturday, October 15, 2016,
from 11 a.m to 1 p.m.

1201 Blvd. Saint-Laurent, Montreal

SELECTED EXHIBITORS

Both the selected and not-selected candidates will be contacted, via e-mail before midnight of Saturday, October 22, 2016 at 6 p.m.

All decisions are final and without appeal.