



WELCOME TO ART IN THE CITY 2026!

Art in the City weekend is finally here! We have an impressive group of artists this year and some excellent programming. Here are a few tips and information to ensure that we have a successful event.

ART IN THE CITY 2026 SCHEDULE

Friday, May 1st

- 12:00 - 5:00 pm Exhibitor Setup (**EXHIBITORS MUST BE SET UP BY 5:00PM**)
- 5:30 - 7:30 pm Vernissage - Artist Reception (open to the public)

Saturday, May 2nd

- 11:00 - 4:30 pm Art in the City Market open to the public

Sunday, May 3rd

- 11:00 - 4:00 pm Art in the City Market open to the public
- 4:00 - 5:00 pm Exhibitor Take down & Cleanup

EXHIBITION PHOTOGRAPHY

We will be photographing this year's event. The photographer will have a list of the consent forms however, please remind the photographer if you ticked NO on the Photo Consent form.

SOCIAL MEDIA

Share pictures of the event throughout the weekend using the hashtag **#artinthecity2026** and tagging **@westendartinthecity** on Facebook and Instagram.

GET TO KNOW VISITORS

Take time to talk to visitors and share the stories or process behind your work. Art in the City is a way for people of all ages and backgrounds to learn about art and gain exposure to the types of art being created in Vancouver. Building a personal connection is also a great way for visitors to start following your career. Who knows where a conversation will lead!

NEED HELP?

If you need assistance or have questions, ask one of the members of our Working Group or visit the Welcome & Info Table.

AND DON'T FORGET TO HAVE FUN!



ART IN THE CITY 2026 EXHIBITOR GUIDE

THE WEST ENDS LARGEST FINE ART MARKET

It is our great pleasure to welcome you to Art in the City 2026 at the West End Community Centre (WECC)! After receiving valuable feedback from previous year's artists and attendees, we are working hard to grow and constantly improve the market. We hope that this year will bring some exciting changes while maintaining the same level of artistic excellence that we've seen each year.

WHERE IS THE MARKET? Art in the City is held at the West End Community Centre located at 870 Denman Street, Vancouver BC. The Exhibit Hall is set up in the arena. There will be additional interactive arts programming in the Lobby. Priority of booth selection is based on chronological order of payment. Artists may select their booth on the exhibit map after submitting payment.

WHAT IS FOR SALE & WHO ATTENDS? Art in the City is attended by hundreds of members of the community each year. This event does not charge admission. This results in many local passersby coming in as well as those who are coming specifically for the Exhibit. Exhibited works must be original works or numbered prints of fine art by the exhibiting artist (no items of craft). We recommend that vendors bring artworks of a variety of sizes and price points. Since many attendees walk to the market, smaller works of art and cards are particularly popular. Also, most West End / Coal Harbour residents live in one bedroom apartments. The learnings from past events indicate that smaller and less expensive works account for most purchases. However, every year several large and several expensive works have been sold.

WHAT IS PROVIDED WITH MY EXHIBITION BOOTH?

- 10-foot x 10-foot floor space (corner locations in the market may have more of a pie shape, as they curve with the shape of the walls)
- 10-foot x 8-foot fencing backdrop for hanging artwork
- One 3-foot x 6-foot table
- Two chairs

You are welcome to decorate and personalize your space, provided it does not infringe upon the area of artists around you.

DISPLAY TIPS

- “S” hooks work particularly well with the fencing to hang artwork.
- Cover your fencing with a 10-foot by 8-foot fabric to create a backdrop for your artwork.
- Any additional lighting you bring must be contained within exhibit space, and there is no guarantee to have access to an electrical outlet on the outer perimeter (bring long extension cords) and there is NO electrical in the middle. Consider battery operated lights.

WHAT ELSE IS PROVIDED WITH YOUR EXHIBITION FEE?

- Digital assets to share via email and social media
- Listing in the market's program (if you meet the publishing deadline of April 17th, 2026)
- Visa, Mastercard, and debit machine for sales available at front desk with a 2.1% service fee (more information in ART SALES below)
- Artists Reception
- WIFI is available in the Community Centre (signal strength cannot be guaranteed)

SHARED TABLES Sharing a table with another artist(s) is accepted, given that all artists have been approved through the application process. One artist must be responsible for payment of the table to guarantee the spot. If you are waiting for your fellow artists to be approved, please note that we cannot rush the process as a special case. Please have all your shared artists send in their applications early!

ART SALES There are no commission fees charged to the artist by WECC. If you are using the Visa/Mastercard/debit machine provided at the front desk, there is a 2.1% service fee. Sales minus this 2.1% fee will be mailed to you within 14 business days to the address provided on the sales record. Exhibitors are responsible for submitting a sales record (supplied by WECC) at the end of each day.

ARTIST SET-UP AND TAKE-DOWN *Loading & unloading in the laneway between the school & WECC or the side door on Haro Street must be done very quickly.* For your convenience, artists may leave their booth/art set up overnight on Friday and Saturday as the doors to the arena are locked. The West End Community Centre will not be responsible for lost, stolen or damaged items on the premises. Spaces must be cleaned up before leaving on Sunday. Please do not leave unsold items or garbage lying around. Garbage bins will be identified by the staff on duty.

CHECK-IN Doors open promptly at 12:00pm on Friday, May 1st, 2026 (sorry, no early birds)

PARKING WECC Underground pay parking is CLOSED for repairs.

OPTIONS: Lot 85 (besides the H.S.), Denman Mall, Safeway on Robson, paid street parking.

CANCELLATIONS & REFUNDS: Refunds are available through March 31, 2026. All approved refunds are subject to a \$5.00 administrative processing fee. Requests submitted after March 31, 2026 are non-refundable.

PASSPORT PROGRAM: Guests will be given a 'passport' with the brochure. By collecting 12/50 stamps from different artists they can enter the draw for prizes. The winner will be drawn on Sunday at 4pm and notified. Have the quest 'earn' the stamp by asking you questions.

MARKET GUIDELINES

- All submissions are subject to review.
- **Exhibited works must be original works or numbered prints of fine art by the exhibiting artist (no items of craft).**
- All artwork on display must be for sale.
- Fine art in any media are welcome, including but not limited to painting, sculpture, digital media, photography, ceramics, fine art, and glass fine art.
- The West End Community Centre is a shared, publicly funded community facility used by both families and individuals, and the use of the centre must reflect this fact. Users of the centre must comply with all applicable City of Vancouver bylaws and federal and provincial legislation, including the B.C. Human Rights Code, which prohibits discriminatory conduct that would expose persons or groups to hatred or contempt, therefore WECCA will remain sensitive to any artwork that may be perceived as sexually explicit or inappropriate and reserves the right to determine the appropriateness of all art displays.
- You must be present for all three days during the hours of the Friday night Vernissage, and open hours of the market on Saturday and Sunday. **You may not pack up or leave earlier than the outlined and agreed upon market hours.**
- Prints and cards are permitted.
- No ceramic functional ware
- No craft items
- No jewelry, magnets, placemats, or other flea market and craft fair items
- No commercially produced or imported items
- No resale items

Please note that the Community Centre reserves the right to ask an artist to remove articles that do not comply with the outlined protocol. Staff may also revoke an individual's privilege to participate in future Art Shows and/or Fairs for similar reasons.

Contact **Theresa Mura** at westendartinthecity@gmail.com with any additional questions.

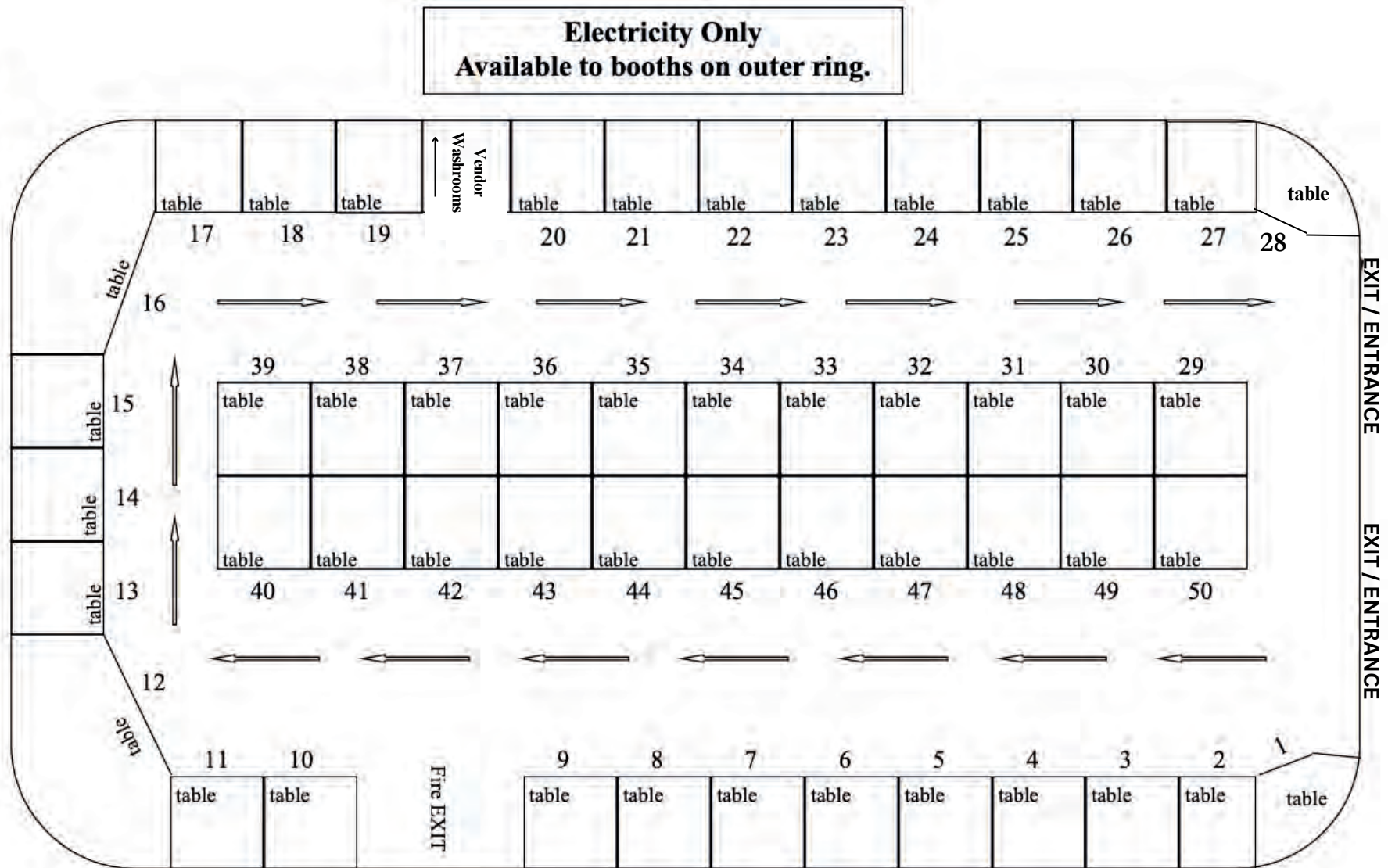
SET UP PHOTOS & USEFUL HANGING ITEMS:



AITC ARENA FLOOR PLAN

PLEASE NOTE:
Space location may vary slightly.

**Fencing backdrop will be provided
at all booths.**



WECC LOBBY

City Hall, 453 West 12th Avenue, Vancouver, BC V5Y 1V4 604.873.7011 vancouver.ca

Consent for the City of Vancouver to use Photographic, Audio and/or Video Recordings

Program/Event name

Date

I AUTHORIZE, free of charge and forever, the recording and/or photographing (the “Released Media”) of myself/my child by the City of Vancouver, Vancouver Park Board, Vancouver Public Library and their respective affiliates, agents, and employees (the “City Group”). Examples include without limitation: use in program brochures, on public displays, and through the Internet in any format or medium, including web-posting, web-streaming, and social media (“Examples”).

I understand that my/my child’s name or any other personal information regarding the identification by name of myself/my child (except as contained in the actual photograph or recording) will require my additional consent.

☐ **YES**, I authorize the City Group to record, photograph, and use the Released Media of my child/myself as described *to promote any City Group programs or events*.

☐ **YES**, I authorize the City Group to record, photograph, and use the Released Media of my child/myself as described *to promote and document the above-noted program*.

☐ **NO**, I do not authorize the City Group to record, photograph, and use the Released Media of my child/myself as described.

General Terms for Released Media:

I acknowledge there will be no money or other compensation payable by the City Group to me for the Released Media. The copyright in the Released Media is and will remain the exclusive property of the City Group. I agree that the City Group is granted free of charge and forever the right to edit and modify the Released Media as it sees fit without my/my child’s consent (otherwise known as “waiver” of artistic or moral rights under copyright law).

I understand that this consent form is legally binding and so affects my child’s/my legal rights on the basis set out above.

I have read and understood this consent form.

Participant: (mandatory where participant is 19+)

Signature (preferred but not necessary where participant is under 19)

Print name

Date

Telephone

Parent/legal guardian:

(not needed where participant is 19+)

Signature

Print name

Date

Telephone

Reviewed for completeness by staff:

Signature

Print name

Date

Digital file name

Art in the City

Artist Transaction Records

Show Date: _____

Vendor Information

(Name must be the same as what has been written on the payment chits)

First Name: _____ BOOTH # _____

Last Name: _____

Mailing Address: (unit #) _____ Street Name: _____

City: _____ Postal Code: _____ Country: _____

Phone # : () _____

	Artwork Name or #	Total Amount	V/M/C/Debit	Reciept # (from till receipt)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total Sales: _____

Disclaimer: Artists must submit their transaction record to the Event cashier by the end of each show day.

The West End Community Centre will tally all three days and deduct 2.1% bank fees from the total.

Art in the City

Credit Card/ Debit Procedures

Important Information

1) Cashier for Debit and Credit Card Transactions:

- a) The cashiering desk is located at the front office.
- b) The cashier will be accepting **ONLY** Visa, Master Card and debit sales, all cash sales are to be made directly to the artist.
- c) If you require the use of the cashier find attached two documents "Payment slips" and "Artist transaction Records". If you require more of either of the documents, please ask Jennifer to provide you with more.
- d) For all Visa, Master Card and Debit Card purchases **only**, fill out the payment slip showing the total sale amount (artists are responsible to charge GST where applicable).
- e) Have the customer bring the payment slip to the front office.
- f) The customer will return with two receipts, 1 for the customer to keep and one for you as the artist to keep for your records.
- g) With your copy of the receipt, record the following information on the "Artist Transaction Records" form. *Artwork name or number, total amount, visa, master card, or debit, and **the receipt # from the till receipt***. Please obtain your copy of the till receipt for your records.



- 2) **Receipt for purchase:** All purchases (including cash) need to have a receipt or proof of purchase to leave the show to ensure they have been paid for.
- 3) **Handing in your "Artist Transaction Records":** At the end of each event day you are required to hand in your "Artist Transaction Records" to the cashiering desk by the designated time Saturday by 4:15, Sunday by 3:45pm. The West End Community Centre will then tally the amounts for all three (3) days and deduct 2.1% for bank fees. **A cheque will be mailed to you within 10 business days to the address you provided us on the top of the "Artist Transaction Records". Please double check your info is clear and correct in full.**

If you require further assistance please don't hesitate to ask, Front desk 604-257-8333 (press 1).