



CHRISTMAS CRAFT FAIR – NEW VENDOR APPLICATION

Name: _____ Business Name: _____

Phone #: _____ Email: _____

Address: _____ City: _____ PC: _____

Have you attached photos of your items with your application? Yes No

****All items for sale must be juried as you are a new vendor to the Christmas Craft Fair. Jurying of new items will take place on Saturday, September 16, 2017 from 9:00am to 12:00pm. Photographs of items can be emailed to stevestoncraftfair@richmond.ca in advance of September 16. If you cannot make this day, please email stevestoncraftfair@richmond.ca to arrange a day and time to drop-off items in person.***

What category does your craft fair items fall under?

- | | | | |
|--|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Quilting | <input type="checkbox"/> Clothing | <input type="checkbox"/> Knitting | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Hair Products | <input type="checkbox"/> Body Care | <input type="checkbox"/> Cards | <input type="checkbox"/> Photos |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> Books | <input type="checkbox"/> Xmas Crafts | <input type="checkbox"/> Wood-Work |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Flower | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Food Items | | | |

*Please describe your food items here: _____

Yes, I _____ have attached my list of ingredients of my food items with my application.

***Food Vendors:** Vendors with home-prepared foods are responsible to comply with the “Guideline for Sale of Foods at Temporary Food Markets”, found on the Vancouver Coastal Health website.

I, _____ confirm that my items are handmade and are not commercially made. I acknowledge that should the Craft Fair Committee find commercially made products for sale at my table I will be asked to leave the Craft Fair at any point on November 25, 2017 and I will not be given a refund.

I have read and agree to follow the Christmas Craft Fair Guidelines set-forth on page 2 of this application form.

Signature: _____ Date: _____

Payment is due at the time of registration.

COMPLETED BY STAFF	
Date entered into Class (#1872963): _____	Table Number(s): _____
Total Cost (please highlight): \$55.00 (Regular table)	\$65.00 (Perimeter table and power)
Staff Name: _____	



Steveston Community Society

Serving the Community of Steveston Since 1946

2017 Christmas Craft Fair

CHRISTMAS CRAFT FAIR - RULES & GUIDELINES

Registration: Registration will open with our city-wide summer registration in-person timeline which is **Wednesday, May 17, 2017** for all past and new vendors. Registration will be first come, first serve for all craft fair vendors only through the Steveston Community Centre. Applications cannot be processed unless we have received payment and the application is completed in full.

Approval of Items: All items for sale must be juried if you are a new vendor to the Christmas Craft Fair or have new items. Jurying will take place on Saturday, September 16, 2017 from 9:00am to 12:00pm. Photographs of items can be emailed to stevestoncraftfair@richmond.ca in advance of September 16. If you cannot make this day, please email stevestoncraftfair@richmond.ca to arrange a day and time to drop-off items in person for jurying. Vendors will be called to pick-up their items once the jurying is complete. Please note that we are not responsible for any items left unclaimed after the jurying is complete. The Steveston Community Society reserves the right to decline and/or to limit products.

Definition of Handcrafted: All items must be handcrafted as opposed to manufactured. No commercially made products allowed, which includes imported products of any kind or items that are commercially sold. Tables found with these products will be shut down and asked to leave the craft fair. No refunds will be issued.

Home Prepared Food Products: Crafters selling home prepared food products must comply with Vancouver Coastal Health regulations. A list of ingredients must be included with your application form. The Health Department does come out to fairs to ensure compliance with their guidelines. If you are found non-compliant your booth may be closed by the Health Department. The Steveston Craft Fair Committee takes no responsibility if you are found non-compliant. Please visit the VCH website to review "*Guideline for the Sale of Foods at Temporary Food Markets*" for more information. <http://www.vch.ca/your-environment/food-safety/permits/forms-and-permits>

Location: The Craft Fair is held in the Net Shed (indoor tennis courts) at the Steveston Community Centre. We recommend dressing in layers as the room temperature fluctuates.

Set-Up & Take-Down: Set-up must be completed by 9:30am. Every table must be ready to go by 10:00am and remain open until closing at 4:00pm. Please note that no take down is permitted until 4:00pm. Vendors must remove all items and garbage from their table/area at the end of the fair.

- Please note that if you have not arrived by 9:30am, the organizers reserve the right to give away your table and no refunds will be issued. It is simply unfair and discourteous to other vendors and customers to have latecomers' set-up while customers start arriving. It blocks aisles and does not present an organized, professional environment. No exceptions will be made.

Vendor Conduct: Vendors must conduct themselves properly at all times. Any issues or concerns should be directed to the event coordinator(s) on site during the craft fair.

Table Displays: Vendors will be given one table (6ft by 2½ft) and 2 chairs. Displays shall not exceed 5ft in height, unless otherwise approved by the Committee. **Please note that as of this year, you will not be able to extend any additions in front of, or beside your table, including corner table due to fire regulation and space restrictions.** Vendors are also not permitted to light candles. Vendors are required to bring a table cover, in good condition, as this adds to the overall fair appearance.

Security of Items: We are not responsible for any lost or stolen items. Please protect your valuables and keep a watchful eye on your cash box.

Volunteers: The Steveston Community Society is not responsible for any damage or breakage to any items that may occur by a volunteer. All vendors use our volunteers at their own risk.

Refund Policy: Refunds will be given up to one month prior to the event (October 28, 2017). No exceptions will be made even if another vendor can fill the table. Tables are not transferable to other vendors.