



Steveston Community Society

Serving the Community of Steveston Since 1946

2019 Christmas Craft Fair

CHRISTMAS CRAFT FAIR –VENDOR APPLICATION

Name: _____

Business Name: _____

Phone #: _____

Email: _____

Address: _____

City: _____

PC: _____

Please check off one of the following options:

Did you send in photos of your items for the 2018 Craft Fair??

Do you have any new items this year?

New Vendor

Returning Vendor

Yes

No

Yes

No

Jurying of items will take place on Saturday, September 14, 2019 between 9:00am and 12:00pm.

What category does your craft fair items best fall under?

Textiles, Knitting, & Leather

Jewellery

Christmas/Holiday Theme

*Food

Body & Hair Care

Paper & Canvas

Wood & Metal

Other: _____

***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. Food vendors must attach a list of their ingredients of their food items in order for their application to be received and processed.

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

Please select one of the following table options below. Please note, limit of two tables per person. Prices include GST.

\$60.38 table, no power (\$57.50 + GST)

\$70.88 table with access to 1 power outlet (\$67.50 + GST)

Number of tables (circle) 1 2

Number of tables (circle) 1 2

***Power is limited and is on a first come, first serve basis.**

We receive inquiries after the show for information on how to contact vendors if event attendees want to purchase more items or refer you to a friend. Do you agree to have your email contact information from above released to public if inquiries are made?

Yes

No

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 and will not be provided 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. Please make Cheques payable to "Steveston Community Society"

COMPLETED BY STAFF

Date entered into Class (#2730259): _____

Number of Table(s): _____

Table Number(s): _____

Receipt Attached:

Staff Name: _____



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2019 Christmas Craft Fair

CHRISTMAS CRAFT FAIR – VENDOR RULES & GUIDELINES PLEASE READ CAREFULLY

Registration: Registration will open with our city-wide summer registration in-person timeline which is **Wednesday, May 15, 2019** for all past and new vendors. Registration will be first come, first serve for all craft fair vendors and only through the Steveston Community Centre. Applications cannot be processed unless we have received payment and the application is completed in full.

Jurying of Items: Jurying of items will take place on Saturday, September 14, 2019 between 9:00am and 12:00pm. All items for sale must be juried if you are a new vendor to the Christmas Craft Fair or have new items. We encourage vendors to send photos of their items to stevestoncraftfair@richmond.ca, in advance of September 14 in order to create a file of vendor items for future reference. 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. Please note that we are not responsible for any item(s) left unclaimed after jurying is complete. Steveston Community Society reserves the right to decline and/or limit products.

Definition of Handcrafted: All items must be handcrafted as opposed to manufactured. No commercially made products are permitted, 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/Documents/Guidelines-for-sale-of-foods-at-temporary-food-markets.pdf>

Location: The Craft Fair is held in the Net Shed (indoor tennis courts) located directly behind Steveston Community Centre. We recommend dressing in layers as the room temperature fluctuates. There is no Wi-Fi in the building – please plan accordingly.

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 do not follow the above times, the organizers reserve the right to decline current participation, give away your table with no refund issued and/or decline future participation in Steveston’s Christmas Craft Fairs. It is unfair and discourteous to other vendors as well as customers and does not present a professional environment.

Vendor Conduct: Vendors must adhere to the City of Richmond’s Code of Conduct 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, you will not be able to extend any additions in front of, or beside your table, including corner tables 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. There is a maximum of two people behind a table at all times.

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

Volunteers: 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 26, 2019). No exceptions will be made even if another vendor can fill the table. Tables are not transferable to other vendors.

If you fail to comply with the Rules & Guidelines above, Steveston Community Society has the right to decline current or future participation in Steveston’s Christmas Craft Fair.