

ARTS & CRAFTS MARKET



In Celebration of Valentine's Day!

February 3rd, 2018 | 10am - 3pm
Newton cultural Centre, 13530 - 72 Ave, Surrey

**Application
Deadline is
Jan 16**

APPLICATION FORM FOR ARTIST AND CRAFTER VENDORS

Table Fee: **\$25 plus a small prize for the raffle** (Approx. \$10 Value)

Vendors must be members of the Arts Council of Surrey (If you are not currently a member contact us for your application form and rates).

Name _____ Business Name (If applicable) _____

Phone _____ Email _____

Website _____

Are you an Arts Council of Surrey Member? Yes No

Do you require a table? Yes No · If not what are the approximate dimensions of your display?

Product information (Please provide a brief description of what you will be selling and attach a few sample photos of your products)

NOTE: *Only Artisan and Craft Vendors will be accepted, no food, beauty product, skin care, or home remedy vendors will be permitted.

I have read and agree to the rules & guidelines of this event as written on page 2 of this application form.

Signature _____ Date _____

***Payment is due no later than January 16, 2018**

Payments can be made in person or over the phone during regular office hours. Accepted forms of payment: Cash, Debit & Credit Card.

You will be sent an email 2 weeks prior to this event with promotional materials that you can use in your social media!

Please Contact us if you have any questions, thank you for your application.

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VENDOR RULES & GUIDELINES

APPROVAL OF ITEMS

- Only Artisan and Craft Vendors will be accepted, no food, beauty product, skin care, or home remedy vendors will be permitted.
- All Items must be handcrafted or custom printed, no commercially made products will be permitted.
- The Arts Council of Surrey reserves the right to determine vendors.

SETUP & TAKE DOWN

- The Market is to be held in our theatre at the Newton Cultural Centre, please be sure to arrive no earlier than 8:30am to setup. All vendors must be ready to go by 9:45am no exceptions.
- Take down is no earlier than 3:05pm no exceptions (This makes it fair for all people visiting the market).
- Please park at the back of the building so that the spots at the front are available for visitors to the market.

PARKING:

- There will be light refreshments available for vendors.
- For Lunch or other food considerations, Tim Hortons and McDonalds are near by, or you can bring something to eat - we have a fridge, microwave, and electric kettle available to use. Just be sure to clean up after yourselves.

TABLE DISPLAYS

- Vendors will be provided one table (6ft or 8ft by 2½ft) and 2 chairs (unless you have indicated that you will be bringing your own setup).
- Displays shall not exceed 6ft in height, unless otherwise approved by the Arts Council of Surrey.
- Vendors are not permitted to light candles.
- Vendors are required to bring a table cover, in good condition.

RAFFLE PRIZES

- Raffle Prizes can be dropped off on the day of the event to the event coordinators.

VENDOR CONDUCT

- Vendors must conduct themselves properly at all times. Any issues or concerns should be directed to the event coordinators on site during the craft fair.

SECURITY

- We are not responsible for any lost or stolen items. Please protect your valuables and keep a watchful eye on your cash box.
- The Arts Council of Surrey is not responsible for any damage or breakage to any items that may occur by volunteers or other vendors.