

HERITAGE CHRISTMAS CRAFT FAIR –VENDOR APPLICATION FORM
Britannia Shipyards National Historic Site
Saturday December 1, 2018 | 11:00am-4:00pm

Table: \$45.00

Name: _____ Business Name: _____

Phone #: _____ Social Media (s) : _____

Email: _____

Address: _____ City: _____ PC: _____

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

Applications and photos of items can be emailed to Britannia@richmond.ca in advance of Monday, August 20th, 2018.

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"/> Woodwork |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Flower | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Food Items | | | |

*Please briefly describe your items here: _____

Yes, I _____ have attached my list of ingredients for 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 Organizers find commercially made products for sale at my table I will be asked to leave the Craft Fair at any point on Saturday, December 1, 2018 and I will not be given a refund.

I have read and agree to follow the Britannia 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 (#2673192): _____	Table Number(s): _____
Total Cost (please highlight): \$45.00 (Regular table)	
Staff Name: _____	

HERITAGE CHRISTMAS CRAFT FAIR - RULES & GUIDELINES
Britannia Shipyards National Historic Site
Saturday December 1, 2018 | 11:00am-4:00pm

1. **Registration: Successful applicants will be notified by August 31st, 2018 and then further registered for a table.** Registration can be done in person, over the phone at 604-238-6107, or via email sent to britannia@richmond.ca. Applications cannot be processed unless we have received payment and the application is completed in full.
2. **Approval of Items:** All items for sale must be approved by the Craft Fair organization team. In this application please briefly outline the items you wish to sell. Photographs of items can be emailed to britannia@richmond.ca. Please note due to the Craft Fair taking place in a National Historic Site in heritage building, some items may be ineligible for sale. The Britannia Craft Fair Organizational Team reserves the right to decline and/or limit specific products.
3. **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 such products will be shut down and asked to leave the craft fair. No refunds will be issued.
4. **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 visit fairs to ensure compliance with their guidelines. If you are found non-compliant, your booth may be closed by the Health Department. The Britannia Craft Fair Organizational Team 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>
5. **Location:** The Craft Fair is scheduled to be held at the Britannia Shipyards National Historic Site, in the Seine Net Loft, Murakami Boatworks and Chinese Bunkhouse buildings. Vendors do not get a say in which building they are placed into. We recommend dressing in layers as some buildings are not heated and are very cold in the winter.
6. **Set-Up & Take-Down:** Set-up begins at 9:00am and must be completed by 10:30am. Every table must be ready to go by 11:00am and remain open until closing at 4:00pm. Please note that no take down is permitted before 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 10:30am, the organizers reserve the right to give away your table and no refunds will be issued. It is 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.
7. **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.
8. **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 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 appearance of the venue. Use of any sort of speaker, PA system, or other form of sound amplification is not permitted. No helium balloons, bubbles, glitter, confetti or real flower petals are permitted.
9. **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.
10. **Volunteers:** The Britannia Craft Fair Organizational Team is not responsible for any damage or breakage to any items that may occur by craft fair staff volunteers. All vendors use our volunteers at their own risk.
11. **Refund Policy:** Refunds will be given up to 15 days prior to the event (Friday, November 16, 2017). No exceptions will be made even if another vendor can fill the table. Tables are not transferable to other vendors.