

CONTRACT & APPLICATION FORM FOR THE TWENTY-NINTH ANNUAL NANAIMO PROFESSIONAL CRAFT FAIR

November 1, 2, 3, 2019
c/o 417 Namqua Rd., Qualicum Beach, B.C., V9K 1B6
250-752-2010
Email: jaynecraftfair@gmail.com
Web Site: www.nanaimoprofessionalcraftfair.com

I/We the undersigned herewith apply to participate in the Nanaimo Professional Craft Fair, **November 1ST, 2ND & 3RD, 2019** at Beban Park Social Centre, 2300 Bowen Rd., Nanaimo, BC, subject to acceptance by the jury of the Nanaimo Professional Craft Fair. On acceptance you will be notified what booth number has been assigned to you. A full refund will accompany any rejected application. The main jury will take place the end of February 2019, and from there will take place as required until the booths are full. Please note that all food vendors must submit with their application their food safe certification and your product must be processed in your certified inspected kitchen.

1. PAYMENT FOR SPACE: Only registered Applicants paid in full may participate in the Nanaimo Professional Craft Fair. Payment of \$50.00 must be included with this completed application to reserve a jury spot, the BALANCE to be paid by two post - dated cheques dated June 1, 2019 & October 1, 2019 must be included with the application. Applications received after October 1st must include full payment. In the event an application is not accepted by Nanaimo Professional Craft Fair for any reason, a full refund will be made. There is a \$40.00 charge for N.S.F. cheques. Please attach, or mail, photos of your craft products and a photo of you working at your craft to assist in the jury process.

WITHDRAWAL OR CANCELLATION by application prior to September 1, 2019 will be subject to a \$100.00 service charge; the remainder will be refunded. After September 1st, 2019, withdrawal will result in forfeiture of the entire amount paid.

2. CHARACTER OF EXHIBIT: Nanaimo Professional Craft Fair reserves the right to decline or prohibit or restrict, any exhibit, activity, or conduct within the exhibit area which in its opinion is not suitable, for examples – raffles, sales of imported or manufactured goods or any other non-craft pursuit.

3. RENTAL CHARGES: Rental charges for booths are as follows and are subject to GST:

Main Hall: Single: 8x10wide booth: \$365.00; Corner: 8x10wide booth: \$445.00; Large: 8x14wide booth: \$525.00 for the complete 3 days, payable as per clause #1 above.

Side Room: 6'x10'wide booth: \$305.00, 6'x8'wide booth \$295.00 for the complete 3 days, payable as per clause #1 above.

3. rental charges cont'd:

Socan and licence costs pertaining to booth rental, including temporary City of Nanaimo Business Licence, will be paid by Nanaimo Professional Craft Fair. The contracted space is for the sole and exclusive use of the Registered Craft Vendor and may not be subleased. If two businesses are sharing a booth, each must fill out & sign an application form. The business is juried separately but the cost of the booth may be split with whatever agreement the joint share has worked out. Should one or the other not be accepted we will notify both parties.

4. BOOTHS: Booths shall include 8' high backdrop, *most* with 8'x10' ft. enclosure (6' in side room), 30" dividing drape, ONE table skirted in navy blue, chair(s), 2 lights and a power outlet. Corner booths are open on two sides. Additional tables and linens may be ordered on page 5 of this Contract and Application Form. These items will be placed in your booth ready for you to set up.

5. INSTALLATION AND DISMANTLING: Exhibits shall be installed by the registered craft vender between the hours of 8:00 am and must be fully installed by 12:00 pm (Noon) on Friday, November 1st, 2019. No exhibit thus installed may be removed or dismantled prior to 4:00 pm, November 3rd, 2019. Exhibits must be removed from the premises no later than 7:00 pm November 3rd, 2019.

6. EXHIBITION HOURS: Craft Venders shall staff their booths from 12:00pm noon, until 6:30pm November 1st, from 10:00am until 5:00pm November 2nd; and from 10:00am until 4:00pm November 3rd, 2019. **Early tear down of booths on the final day will not be tolerated, and may result in non-acceptance to future fairs.**

7. INSTRUCTIONS: The Craft Vender must closely observe the instructions issued by Nanaimo Professional Craft Fair whose decisions are binding.

8. DAMAGE TO FACILITIES: The Registered Craft Vender will reimburse the Regional District of Nanaimo for any damage done to its property by the Registered Craft Vender or by any employees or agents thereof.

9. INDENMIFICATIONS: The Registered Craft Vender agrees to indemnify and save harmless Nanaimo Professional Craft Fair, Jayne Willie and the Regional District of Nanaimo from any and all liability arising out of the Craft Vender's participation in the Twenty-Ninth Annual Nanaimo Professional Craft Fair, including liability arising out of the Craft Vender's exhibit itself and the actions of the Craft Vender's employees and/or agents. It is mandatory that the **Craft Vender carry suitable insurance** and all expenses of insurance shall be borne by the Craft Vender. In addition the afore mentioned parties shall not be liable in damages otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly, by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of Management whether similar to or dissimilar from the causes enumerated herein. In any event, liability to the Registered Craft Vender for failure to carry out the terms of this agreement shall be limited to the return of the rental fee in whole or part at the discretion of the Nanaimo Professional Craft Fair.

10. SECURITY & LIABILITY: Nanaimo Professional Craft Fair shall NOT be responsible for individual exhibits when the Craft Vender`s booth is staffed and open to the public or not, and shall not in any event be responsible for care and control of the Craft Vender`s equipment and property or the equipment and property of third parties used by the Craft Vender, all of which shall be the sole responsibility of the Craft Vender throughout the Nanaimo Professional Craft Fair.

11. VENDOR INSURANCE: Our Insurers demand that: the Vendor must provide proof of at least \$2,000,000.00 of Commercial General Liability Insurance. A copy of the Insurance Certificate naming the Nanaimo Professional Craft Fair and Jayne Willie as additional insured **must be attached to the signed Contract and Application Form**. This insurance provides protection to other exhibitors, the attending public, the show organizer and yourself.

Contract Application Form 2019

Please fill out and, along with a copy of Certificate of Insurance showing the Nanaimo Professional Craft Fair and Jayne Willie as additional insured, return to:

NANAIMO PROFESSIONAL CRAFT FAIR
417 Namqua Rd, Qualicum Beach, B.C., V9K 1B6

CONTACTS:

Jayne Willie, email: jaynecraftfair@gmail.com

BUSINESS (Trade Name) _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE: _____ EMAIL _____

WEB SITE: (If available) _____

BOOTH PREFERENCE:

MAIN HALL: Regular: ___ Corner: ___ Large: ___

SIDE ROOM: 8'W ___ 10'W ___

I HAVE READ THE 2019 CONTRACT FOR THE TWENTY-NINTH ANNUAL NANAIMO PROFESSIONAL CRAFT FAIR AND WILL ABIDE BY IT. I WILL RELEASE THE NANAIMO PROFESSIONAL CRAFT FAIR AND JAYNE WILLIE FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY OR LOSS OR DAMAGE TO PERSONAL PROPERTY ARISING OUT OF MY PARTICIPATION IN THE NANAIMO PROFESSIONAL CRAFT FAIR OR USE OF VOLUNTEERS TO ASSIST IN MOVING.

SIGNATURE: _____ DATED _____

JURY RULES: NANAIMO PROFESSIONAL CRAFT FAIR JURY RULES PROHIBIT SALE OF IMPORTED MANUFACTURED OR PURCHASED GOODS LACKING A MAJOR HANDCRAFTED COMPONENT BY THE VENDER, RELATIVE, OR FRIEND. TO MAKE IT A MORE ATTRACTIVE FAIR TO CUSTOMERS WE RESERVE THE RIGHT TO CHOOSE CRAFT VENDERS THAT MAY NOT FIT OUR JURIED DEFINITION OF A CRAFT. (FOOD, DIGITAL ART, ETC.)

Contract Application 2019 Continued

Describe your Craft, especially what YOU do that makes it a Craft. Please include photos (good close-ups) that include you in at least one of these photos working on your craft. Digital pictures sent to jaynecraftfair@gmail.com are preferred.

(Use back of this page if not enough room or include write up.)

Permission to give YOUR PHONE NUMBER or EMAIL to customers who often call after the Fair is over. Yes ___ No ___

Do you require the table provided? Yes ___ No ___

Do you require the linen & navy blue skirt provided? Yes ___ No ___

Will you donate a prize for the hourly draws (once during the Fair) (Winners will be brought to your booth to pick up their prize.) Yes ___ No ___

May we use a photo (one supplied by you or taken previously) for possible publicity purposes? Yes ___ No ___

May we give your name, address, pictures to the media for Advertising purposes? Yes ___ No ___

Do you require **additional** tables, skirts or linens? Yes ___ No ___

Extra 6' table Yes ___ \$20.00

Extra 8' table Yes ___ \$20.00

Extra Navy skirt & linen Yes ___ \$15.00