

**Artisan Market  
at Columbia strEAT  
Food Truck Festival  
BC Artisan**

MARKETING SOCIETY  
**Saturday, August 20<sup>th</sup>, 2016**  
**4:00 to 10:00 pm**

**APPLICATION TO EXHIBIT + CONTRACT  
ARTISAN - CRAFT ONLY**

Please complete, sign & forward with payment to:  
Executive Event Production Inc., #356 – 15850 – 26<sup>th</sup> Ave  
Surrey, BC V3Z 2N6 OR Fax to:604.372.3947  
Tel:604.372.4772 E: info@executiveevents.ca

**Artisan Market Managed by BC Artisan Marketing Society**  
Society Registration No: S-0050026 Date of incorporation: Dec 13, 2005

The Anvil Centre – New Westminster, BC

Vendor/Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Prov \_\_\_\_\_ Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_  
 Ph (\_\_\_\_) \_\_\_\_\_ Fx (\_\_\_\_) \_\_\_\_\_ Web \_\_\_\_\_  
 Vendor Contact Person \_\_\_\_\_

Products you intend to sell: \_\_\_\_\_

\*\*Please fill out the Eligibility Questionnaire on page 3. You must submit pictures of your products with full description

**EXHIBIT SPACE FEES**

10 ft wide x 6 ft deep pipe and drape booth \_\_\_\_\_ x \$ 115/booth = \$ \_\_\_\_\_  
 8 ft wide x 6 ft deep pipe and drape booth \_\_\_\_\_ x \$ 95/booth = \$ \_\_\_\_\_

Corner Surcharge \_\_\_\_\_ x \$ 25 = \$ \_\_\_\_\_

Do you need a table with your booth?

6 ft x 2 ft Table \_\_\_\_\_ x \$ 30 = \$ \_\_\_\_\_

8 ft x 2 ft Table \_\_\_\_\_ x \$ 35 = \$ \_\_\_\_\_

**\*Note:** Tables are undressed,  
bare top, no skirt

Net Total \$ \_\_\_\_\_

5% GST \$ \_\_\_\_\_

**Total Payable \$ \_\_\_\_\_**

**PAYMENT METHOD**

E-Transfer,  Check Enclosed, Payable to BC Artisan Marketing Society **OR** Charge to  Visa  Master Card

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ **Cardholder Signature** \_\_\_\_\_

Full Payment to charge now: \$ \_\_\_\_\_

Given the agreement on this application and subject to the conditions expressed herein, the company listed on this document agrees to abide by the terms and conditions outlined on the reverse of this Application to Exhibit and Contract.

Authorized Vendor's Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Contact Phone \_\_\_\_\_

**Note** Incomplete applications or those without accompanying payment cannot be processed.  
GST Registration No. RT 862746245

Accepted by Market Management: \_\_\_\_\_ Date: \_\_\_\_\_

Booth Number(s) Assigned: \_\_\_\_\_ Payment Received: \$ \_\_\_\_\_

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**Terms & Conditions**

The company or individual named on the contract shall be referred to as the Exhibitor. Executive Event Production Inc. producers of the Artisan Market shall be referred to as Show Management. The Anvil Centre & The City of New Westminster shall be referred to as the Facility.

The exhibitor assumes all responsibility for its property, including any and all loss, theft, or damage to Exhibitor's displays, equipment and other property while on the premises of the Facility and hereby waives any demand or claim it may have against the Facility, Show Management, all service contractors, including its staff members and officers. All property will remain under the custody and control of the Exhibitor whether in transit to and from the Facility, or within the Facility or within the confines of its booth space. In addition the Exhibitor agrees to defend, if requested, indemnify and hold harmless Show Management, the Facility, all service contractors and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, claims, damages, suits, costs and expenses, including without limitation legal fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

**1. Subletting of Space**

The subletting of space is not permitted

**2. Insurance + Liability**

The vendor agrees that they are solely responsible for their product(s) during the Artisan Market and will not hold The BC Artisan Marketing Society, Executive Event Production Inc., The Anvil Centre or The City of New Westminster responsible for any theft, damage or vandalism. The vendor is liable for any damage caused to the building or to standard booth equipment, or to other vendors' property. Further, the vendor also agrees to provide its own insurance and that The BC Artisan Marketing Society, Executive Event Production Inc., The Anvil Centre or The City of New Westminster will not be held responsible for any injuries.

**3. Exhibit Space Fee + Cancellation Policy**

Applications must be accompanied by payment in full. Applications are due no later than June 30<sup>th</sup> 2016, to guarantee inclusion. Full payment is due with application. No cancellations will be accepted.

**4. Sampling + Sale of Products**

Free samples are permitted for distribution to visitors. The selling of goods is encouraged from within the exhibit space. All food vendors including exhibitors who are sampling food must apply for Temporary Health Permits. These forms will be sent to you by show management, if applicable.

**5. Exhibit Displays**

Displays must be staffed during the event at all times. You are responsible for setting up your display and cleaning up your area.

**6. Set Up & Take Down**

Set-Up times are Saturday, August 20<sup>th</sup>, 2016 from 10:00am – 1:30pm. Take-down times are August 20<sup>th</sup>, 2016 from 10:00pm – Midnight. The Artisan market officially opens to the public August 20<sup>th</sup>, 2016 from 2:00pm – 10:00pm, with food truck component open from at 4:00pm – 10:00pm. The Anvil Centre will also be host to live musical concerts within its indoor / outdoor lounge area.

**7. Show Management's right to make changes**

Show Management reserves the right to make changes, amendments and additions to these rules and regulations at any time and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors be advised of any such changes. Any matters not covered herein are subject to decision by Show Management.

**8. Applicable Law**

When signed by the parties, this application for space constitutes a binding contract enforceable under the laws of the Province of British Columbia. Should a court of competent jurisdiction herein find any provision invalid, such invalidation shall not affect the terms of this contract.

I have read and understand the Terms and Conditions. I understand that by writing my name and signing the area below, that I am officially signing this document and agreeing to the Terms and Conditions as outlined.

**Authorized Agent's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Artisan Market at Columbia strEAT Food Truck Festival**

**Eligibility Questionnaire for Artisan/Crafter Vendor Booth**

A. Name of Artisan/Business: \_\_\_\_\_

B. Location of retail sales (if any) \_\_\_\_\_

C. Owner/Artisan: \_\_\_\_\_

D. List the Products to be sold at the Artisan Market, along with price range. Please provide pictures either by email as jpeg images or send to our office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Describe in detail how you create each item

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Number of Employees working for you (if any) and what role do they play in assisting you?

\_\_\_\_\_  
\_\_\_\_\_

G. Are any components of your work created, designed or produced by someone other than yourself? If yes, please explain in detail.

\_\_\_\_\_  
\_\_\_\_\_

H. If products sold through other retail outlets, please provide list.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. What other Juried Shows have you participated in? Please list below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information above is true and accurate and that I am the designer, creator and producer of my work

\_\_\_\_\_  
Signature of artisan/business owner

\_\_\_\_\_  
Date