

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

BC Artisan

MARKETING SOCIETY

Saturday, July 27th, 2019 • 4:00 to 10:00 pm

The Anvil Centre – New Westminster, BC

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

Please complete, sign & forward with payment to:

BC Artisan Marketing Society, PO Box 39048

Surrey, BC V3S 9A7 OR Fax to: 778-564-3947

Tel: 604-543-4593 E: naomi@bcartisanmarketingsociety.ca

Artisan Market Managed by BC Artisan Marketing Society

Society Registration No: S-0050026 Date of incorporation: Dec 13, 2005

Vendor/Company Name _____

Address _____ City _____

Prov _____ Postal Code _____ E-mail _____

Ph (____) _____ Mobile: _____ Fax (____) _____

Web _____

Instagram.com/ _____

Facebook.com/ _____

Twitter.com/ _____

Vendor Contact Person _____

Products you intend to sell _____

****Please fill out the Eligibility Questionnaire on page 3 & submit pictures of your products with full description**

EXHIBIT SPACE OPTIONS - CHOOSE ONE

12 ft wide x 6 ft deep pipe and drape booth = \$205 (space 33 and 40)

10 ft wide x 6 ft deep pipe and drape booth = \$130

8 ft wide x 6 ft deep pipe and drape booth = \$105

8 ft wide x 8 ft deep pipe and drape booth = \$165 (space C)

10 ft wide x 10 ft deep pipe and drape booth = \$ 275 (space A and 74)

Surcharge for Premium Locations:

Sidewalk Fee = \$50

Corner Fee = \$ 25

***Note:** Pipe and drape booths do not include tables.

Black Skirted Tables are available to rent:

If you need to rent a table to use within your exhibit space, the following black skirted table options are available to rent.

(Please note: by renting a table, you have not booked a location. Locations are selected from the sizes above)

Skirted, Covered Table rental 6 ft x 2 ft Table = \$50/per table

8 ft x 2 ft Table = \$60/per table

Once your booth size and location have been confirmed, you will receive an invoice via email which will detail the Total Payable. All fees subject to GST and this will be added at time of invoicing. The invoice will have details to facilitate the following payment options: e-transfer, cheque or credit card. Once booth location is confirmed and we have sent you an invoice, **booth(s) will be held for no more than 5 business days, pending receipt of your deposit.** Once payment is received, we will send you an executed copy of your Application to Exhibit and Contract.

FOR OFFICE USE ONLY

Accepted by Show Management: _____ Date: _____

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

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PO Box 39048, Panorama PO, Surrey, BC V3S 9A7

Tel: 604.543.4593 Fax: 778.564.3947

Email: heather@bcartisanmarketingsociety.ca

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Terms & Conditions

The company or individual named on the contract shall be referred to as the Exhibitor. The BC Artisan Marketing Society 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. 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, July 27th, 2018 from 11:00am - 3:00pm. Take-down times are July 27th, 2018 from 10:00pm - 11:30 pm. The Artisan market officially opens to the public July 27th, 2018 from 4pm - 10:00pm, along with food truck component which is open from at 4:00pm - 10:00pm. The Anvil Centre may also be host to live musical concerts within its other areas. The Anvil Centre is subject too a good amount of foot traffic through the building, so it is advisable to stay near your set up once, it is in place and to consider that the foot traffic will likely wish to view your display ahead of the "official opening" time of 4 pm. Should you choose to leave the area once you are set up, we are unable to secure your items for you.

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 _____

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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 and include the step by step process involved

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