



Prince Rupert Community Arts Council

Kaien Island Craft Fair Application

November 15th – 16th 2019

Contact Name: _____

Phone: _____

Website: _____

Email: _____

Address: _____

City: _____ Postal Code: _____

*Please read attached Rules, Regulations & Suitability of Acceptable Merchandise

Describe all products to be sold:

Please initial here _____ to verify that 100% of your products are handcrafted by you and not subject to copyright, have not been imported or mass produced.

Please provide photos representative of products to be sold: (Please check one)

Website Pictures via email Pictures enclosed with application

If you are selling food products please read the following:

Please initial here _____ to assert that your products are following the Guideline for the Sale of Foods at Temporary Food Markets. Vendors must not sell foods that are considered “higher risk’ unless

approved to do so by the local Health authority. If you are selling foods that are considered “higher risk” please attach a copy of the permit/licence to operate OR a letter of confirmation from the local environmental health officer in Prince Rupert. Please contact the craft fair organizer if you have any questions.

Registration Fee – Early Bird Rate ends October 1, 2019

ITEM	EARLY BIRD RATE	REGULAR RATE	ITEM TOTAL	TOTAL COST OF ITEM
1 Space - 8x6	\$60.00	\$70.00		
2 Spaces - 8x6-Side by Side	\$120.00	\$140.00		
3 Spaces - 8x6 -Side by Side	\$180.00	\$210.00		
Tables – 8x4 – Per Table	\$7.00	\$7.00		
Chairs - Per Chair	\$2.00	\$2.00		
			TOTAL FEES	

Your top 3 table picks 1 _____ 2 _____ 3 _____

Please see map for layout - Spaces will be assigned on a first come basis.

Additional Requests: _____

A \$10 fee will be charged on all refunds and no refunds will be given after Oct 15\19

The Kaien Island Craft fair will run the evening of Friday Nov 15th from 6pm to 9pm and Saturday November 16th from 9am – 4pm. Venders are expected to attend BOTH sessions. Failure to show up on the Friday session will result in your table being reassigned – no refunds will be given.

By submitting your application and signing below you are indicating that you have read and agree to the **Rules, Regulations & Suitability of Acceptable Merchandise**

Signature _____ Date _____

Please submit application to:

Email: rupertcraftfair@gmail.com

Mail: PRCAC
Box 341, Prince Rupert, BC, V8J 3P9

Hand deliver: PR Special Events office (Located on the Fountain Side of City Hall)

Payment may be made by cash, cheque or e-transfer to rupertcraftfair@gmail.com

Rules, Regulations & Suitability of Acceptable Merchandise

Please read in full and keep a copy for your information.

Locally Handmade Items Only:

- No Commercial or second-hand goods. This includes independent sales reps or distributors of Avon, Scentsy or Pampered Chef etc.
- No Agents or representatives of companies
- No raffles or lotteries
- No repackaging of commercial goods into “kits”
-

Photographs that represent all the items you are planning to sell must be included with the application.

Venders will only sell products outlined in the original application.

The PRCAC reserves the right to scrutinize displays and ask you to remove any items from your table if it doesn't qualify as acceptable merchandise.

Sharing tables is permissible but both parties must be included on your application with appropriate photos.

Food\Beverage Sale Item:

Your products must comply with the *Guidelines for the Sale of Foods at Temporary Foods Markets*.

Please be aware that you must obtain pre-approval from the Northern Heath Unit for many food items. It can take up to two weeks to get approval so please allow time.

Set Up and Use of Space:

Please be a good and considerate neighbour!

Only payment in full and a complete application will secure table booking – No tables will be reserved without these items. Payment must be received before October 1 for early bird price.

Set-up time will be Friday from 4:00pm – 5:45pm. Doors open to the public at 6:00pm. Any venders not in the process of setting up by 5:30pm will have their table reassigned – no refund will be given. When unloading your vehicles please do not park in the bus zone in the front of the building. Please be considerate of others and quickly remove your vehicles away from the door after you have unloaded and before you begin setting up your table.

Saturday – Doors for venders will open at 8:00am and you must be ready to exhibit by 9:00 am.

All vendors and displays must remain up for the full time of the fair. Any packing up before 4:00 pm on Saturday may jeopardize your acceptance in future fairs.

If additional display items are being brought in such as (racks, shelves or small tables) it must stay within your allotted space. No blocking of aisles or placing anything in front of your table. Please do not change the configuration of the tables for any reason, unless authorized by the event organizer. We have placed them strategically for our aisle-width, fire safety regulations and for your working space.

All garbage must be removed before vacating the table area.

The PRCAC will not be held responsible for displays or merchandise. Vendors must ensure their own security.

The PRCAC makes no representations or warranties about vendor sales or success and is not responsible for any losses vendors may incur.

Vendors will indemnify the PRCAC for any loss, fine, penalty, judgement, legal fees and expenses connected to vendor's failure to comply with these terms or any liability, negligence or injury resulting from vendor products, actions, conduct, booth setup, display or trade activities.

Vendors will comply with all local zoning, bylaws, health and safety rules and are solely responsible for obtaining all permits, licenses, insurance and approvals reasonably required to sell their products at the Craft Fair. The PRCAC will not be responsible for any costs, damages, or economic loss resulting from failure to comply with this term. If any government agency, court, person or commercial body orders sale of vendor product to cease, vendor will immediately comply with this order.

All Civic Center rules and fire regulations will apply, including blocking emergency exits and pedestrian traffic isles.