

KAIEN ISLAND CRAFT FAIR APPLICATION

Name	
Email	
Phone	
Website	
Address	
City	
Postal Code	

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

Pictures Enclosed Pictures Via Email Pictures on Website

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/license to operate OR letter of confirmation from the local environmental health officer in Prince Rupert. Please contact the craft fair coordinator if you have any questions.

Vendor Passes

The craft fair charges a nominal entrance fee for attendees. **Two free passes are included with your registration fee.** You will need to purchase extra vendor passes with your application as they may not be available during the craft fair.

Registration Fee - Early Bird Rate ends October 1, 2022

ITEM	EARLY BIRD RATE	REGULAR RATE	ITEM TOTAL	TOTAL ITEM COST
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	\$10.00	\$10.00		
Chairs - Per Chair	\$2.00	\$2.00		
Extra Vendor Pass	\$3.00	\$3.00		
TOTAL FEES				

Your Top Three Table Picks	(1)		(2)		(3)	
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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. No refunds will be given after Oct 15th

The Kaien Island Craft fair will run the evening of Friday Nov 18th from 6pm to 9pm and Saturday November 19th from 10am - 4pm. Vendors are expected to attend BOTH sessions. Failure to show up by 5:30pm on Friday 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** attached below.

Signature: _____

Date: _____

Submit Application by One of The Following Methods

Email: rupertcraftfair@gmail.com

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

Hand deliver: Community Futures c/o Marlene Lindquist, Suite 100-515 3rd Ave West

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 Products 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”

Food\Beverage Products:

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 Health Unit for many food items. It can take up to two weeks to get approval so please allow time.

All Products:

- Vendors will only sell products outlined in the original application.
- Photographs that represent all the products you are planning to sell must be included with the application.
- The PRCAC reserves the right to scrutinize displays and ask you to remove any products from your table if it does not qualify as acceptable merchandise.

Registration:

- Sharing tables is permissible but both parties must be included on your application with appropriate photos.
- Only payment in full and a complete application will secure table booking - No tables will be reserved without these items.
- Any applications or payments received after October 1 will not qualify the early bird rate.

Set Up:

- Please be a good and considerate neighbour!
- If additional display items are being brought in such as (racks, shelves or small tables) it must stay within your allotted space. No items may block aisles, be placed in front of tables or between tables. If unsure, ask the craft fair coordinator before proceeding with any set-up.
- Please do not change the configuration of the tables for any reason, unless authorized by the event coordinator. They have been placed strategically for aisle-width, fire safety regulations, and for space consistency.

Friday Set Up Will Be From 4:00pm - 5:45pm. Doors open to the public at 6:00pm sharp.

- Any vendors 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 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 Set Up Will Be From 9:00am-9:45am. Doors open to the public at 10am sharp.

- 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 into future fairs.
- All garbage must be removed before vacating the table area.

Legalities:

- 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 NOT BLOCKING EMERGENCY EXITS OR PEDESTRIAN TRAFFIC ISLES