

WEST VANCOUVER
COMMUNITY CENTRE

CRAFT MARKET

SAT, NOV 14, 2015 &
SUN, NOV 15, 2015
10 AM TO 4 PM

The West Vancouver Community Centre is seeking talented artisans to participate in this long-standing community craft market tradition. This show is well attended and we are committed to making the shopping experience as enjoyable as possible for both vendors and shoppers. There will also be a section for youth vendors aged 12 to 18 years.

Visit us online at westvancouver.ca/craftmarket. Join us in making this year's Craft Market the finest yet! We work diligently to market the show and we invest in many promotions - newspaper, websites, promotional flyers and posters.

Craft Market is TWO DAYS!

CRAFT MARKET APPLICATION NEW VENDOR

CONTACT INFORMATION:

Name

Company Name

Date

PRODUCT CATEGORY

Visual Art (painting, photos, pottery)

Food

Jewellery

Clothing and accessories (purses, scarves, hats, belts)

Body Care (perfume, lotions, soap)

Other

PREFERENCES:

A) Please circle how many days you are requesting to participate: 1 Day 2 Days

B) Please indicate your choice of day/s (using 1, 2) in order of preference.

November 14, 2015

November 15, 2015

*If you apply for two days, you are not guaranteed both days, please select the day you prefer if you can only have one day.

*If you are restricted by dates and can only attend one day, please only mark "1" on that day.

*If you are available for both days, but only want to attend one, please use "1" on your first choice, and "2" on your second choice.

SPECIAL REQUESTS: For example, table location, electrical outlets, etc.

PLEASE CHECK YOUR PREFERENCES:

- Same table location as last year
- I don't need a table. I have my own setup (must not take more space than allotted by a table)
- I would like to purchase 2 tables
- Centre of room is OK or preferred
- Near an electrical outlet, if possible

OTHER REQUESTS/COMMENTS:

ONCE YOU'VE APPLIED

The initial selection for the 2015 West Vancouver Community Centre Craft Market will begin June 29, 2015 and will continue until Nov 2, 2015. All applications are considered and reviewed until the market is full or until Nov 2, 2015.

You will receive a confirmation e-mail upon receipt of your application. If you are accepted and choose not to participate prior to Nov 2, 2015 you will be refunded the full payment minus a \$30 administration fee. After Nov 2, 2015, no refunds will be granted.

APPLICATION CHECKLIST

Your application should include the following:

- APPLICATION FORM:** Carefully fill out the attached application form.
- PHOTOS and PRICE LIST:** Please submit at least four printed or digital hi-res photographs of the crafts you would like to sell with a sample price list (preferably 300 dpi or higher).
- DECLARATION OF AUTHENTICITY:** Please submit a short (one page max.) explanation of the process and your involvement in producing the crafts that are to be exhibited.
- FEE:** Please enclose the registration fee of \$100.80/table, payable by credit card with the attached application form, or mail a cheque payable to *West Vancouver Community Centre*, 2121 Marine Drive, West Vancouver, B.C. V7V 4Y2, Attention Derek Lowe.

Please save your application and send it as an e-mail attachment to marketevents@westvancouver.ca

Or mail to:
West Vancouver Community Centre Market Events
c/o Derek Lowe
2121 Marine Drive, West Vancouver, B.C. V7V 4Y2

NEW VENDOR DECLARATION OF AUTHENTICITY 2015

- The majority of my materials are locally sourced and items are hand crafted in BC.
- The majority of my materials are imported and items are hand crafted in BC.
- My materials are imported and handcrafted outside BC. (Provide a brief description of your product source and how it's crafted).

Please provide a brief description of your product and explain the process used in the making of your craft, and your involvement in it.

(Attach an additional page if necessary)



2015 NEW VENDOR APPLICATION FORM

ALL APPLICANTS ARE CONSIDERED AND REVIEWED UNTIL THE MARKET IS FULL OR UNTIL NOV 2, 2015.

Please complete and return this form to our office.

First and Last Name

Company Name (if applicable)

Mailing Address

Town/City

Province

Postal Code

Home Telephone

Studio Telephone

Cell

E-mail

Website

How many people work for/in your company?

Full-time

Part-time

Will you be participating in other shows in the Vancouver area this year?

Yes No

If yes, where _____

Are you willing to donate a small item? Donations will support a local Christmas charity for families in need. (Prizes will be collected first thing on the day of the market)

Yes No

PAYMENT INFO

\$100.80/table registration fee payable by cheque or credit card. Please make cheques payable to **West Vancouver Community Centre**. ** You may be charged an Annual WVCCS Membership of \$3.

Cheque to follow by mail, or

MasterCard Visa AMEX

Credit card number

Name as it appears on the card

Expiry Date

Please note that credit card information can also be called in.

I confirm that I have read, and I understand the information contained in the *Event Information* section on page three of this application.

First and Last Name

Date

Freedom of Information and Protection of Privacy Act Notice: *personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used only for the purpose of processing the Craft Market Application (New Vendor). If you have any questions about the collection and use of this information please contact Legislative Services, Records and Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.*



Please make note of these important details regarding table location and set-up. Your cooperation in making this a successful event for everyone is greatly appreciated.

We will do our best to accommodate special requests but cannot guarantee they will be met.

Thank you and good luck with your sale!

EVENT INFORMATION

All potential vendors *must* fill out the new 2015 Craft Market application.

- 1 The event takes place from 10 a.m. to 4 p.m. on Sat, Nov 14, and 10 a.m. to 4 p.m. on Sun, Nov 15.
- 2 Table set up is 8 - 9:45 a.m. on Saturday, November 14, and 8 - 9:45 a.m. on Sunday, November 15.
- 3 **PLEASE arrive on time and be set up by 9:45 a.m. or your table will be forfeited.**
- 4 Table assignments are yet to be confirmed. Your table number will be given to you upon arrival. **We will try to accommodate prior requests as best as possible but cannot guarantee any table assignment requests.**
- 5 Your name and table number will be on your table.
- 6 The sale will take place in the West Vancouver Community Centre. Your display must be freestanding. A 2.5 x 6 foot table and two chairs will be provided.
- 7 Table boundary and display area is to be no more than two feet in front of your table. If you remove the table we supply for you or bring your own table, you are limited to the TOTAL display boundary of 4.5 x 6 feet. This ensures safe and easy flow of traffic and adequate space for neighbouring tables. Please respect your neighbours' need to move around their display tables and for shoppers to have easy access to all vendors.
- 8 Please bring your own cash float (you will probably need more small change than you think!). West Vancouver Community Centre will not have change available for vendors.
- 9 There will be an ATM on site for customers.
- 10 Please bring your own bags to put customers' purchases in.
- 11 Power is available on a limited basis. You must bring your own power cords and duct tape to secure the cords to the floor.
- 12 Access to the Community Centre and for unloading can be from two points:
 - a) The plaza parking lot accessed off Gordon Avenue between 21st and 22nd Street. Once you have unloaded your items, you must move your vehicle to allow customers easy parking and accessibility during the sale.
 - b) The underground parking lot. Enter off the round-about at 21st and Fulton Avenue. There is an elevator from the parking lot directly to the Atrium of the Community Centre.

Please note: Parking in the underground and surface lots is limited to three hours only. Parking is closely monitored so make sure your car is parked on a side street, not the Community Centre site.