

market events

2024 SUMMER FAMILY FUN FEST & MARKET STANDARD JURY & APPLICATION FORM

SUMMER FAMILY FUN FEST & MARKET: Saturday, July 20, 2024 10 A.M. - 3 P.M.

The Spring Artisan Market will take place in the Atrium on the main floor of the West Vancouver Community Centre (WVCC), creating easy flow through the show.

We work diligently to market the show, attracting new and repeat customers. The event will be promoted through social media, print media, website, posters, flyers and we will have signage around the community to attract vendors and shoppers. We encourage all vendors to do their own marketing as well.

PLEASE NOTE: We will have a maximum of 32 tables for each market date. Tables will be allocated on a first come, first served basis.

JURY PROCESS

All vendors interested in participating in the Summer Family Fun Fest & Market are required to be juried. The Market Events Standard Jury Form* is included in this application. Jurying for the Summer market will open early Spring and late Spring for the Holiday market.

**Vendors only need to complete the Standard Jury Form once. If a vendor's Standard Jury Form is approved, they may submit an individual Market Event Application for this event, and other applicable market events. The approved Standard Jury Form does not expire. If you anticipate significant product changes you may be required to submit a new Standard Jury Form, please contact the Market Events coordinator at marketevents@westvancouver.ca.*

APPLICATION & JURY PROCESS

The application period for the Spring Artisan Market will be March 25 - April 19. Applications submitted after this date will not be processed. We will maintain a waitlist for full markets. You will receive a confirmation email upon receipt of your application. All applicants will be contacted regarding the results of the jury/application process.

ALL applicants are required to submit a Standard Jury Form, even if they have participated in previous West Vancouver Community Services market events.

Once a vendor's Standard Jury Form as been approved they can apply for future markets when the application intake opens.

A vendor will be fully confirmed once their payment is processed. Vendors with outstanding balances will be given tentative status until their payment is received.

Vendors with tentative status past the withdrawal deadline may be required to forfeit the spot.

***Payments must be received before the withdrawal date listed below.**

In order to cancel, you must issue a cancellation request in write 3 weeks before the market date. Cancellation notices received before the deadline will be granted a refund (less a \$40 administration fee). **No refunds will be granted after the date listed below.**

Vendors with outstanding balances will be charged a \$40 administration fee is written cancellation notices are received before the withdrawal deadline. After the withdrawal deadline vendors will be charged for the full market fee.

Refund Withdrawal Dates:

Market Date	Refund Date
Saturday, July 20	Saturday, June 29

APPLICATION/ JURY FORM SUBMISSION DIRECTIONS

BY EMAIL

Please save your Application/Jury Form and send it as an email attachment to marketevents@westvancouver.ca.

BY MAIL

West Vancouver Community Centre | Market Events
c/o Melissa Goddard
2121 Marine Drive, West Vancouver, BC V7V 4Y2



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 Jewellery Market Application. 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.

CONTACT INFORMATION

Name and Last Name

Company Name (if applicable)

Mailing Address

Town/City

Province

Postal Code

Home Telephone

Business Telephone

Cell

E-mail

Website

Social Media - Instagram handle, Facebook page, etc.

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

Yes

No

If yes, where?

SPECIAL REQUESTS

We will do our best to accommodate special requests, however we cannot guarantee that all will be granted.

Please check your preferences:

I don't need a table, I have my own setup (must not take more space than allotted by a table)

Centre of room is preferred

Corner of row is preferred

Near an electrical outlet, if possible

Same table as last year

Second table* (extra cost of \$91 per additional table)

Will you be bringing a rack or side table?

Yes No

***If you require more than a 2.5 x 6 foot display boundary, you are required to purchase additional table(s).**

Other requests/comments:

PRODUCT DETAILS

Please indicate which category you would classify your product(s) in.

Visual Art (Painting, photos, pottery)

Food*

Jewellery

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

Body Care (perfume, lotions, soap)

Other

*** Food Vendors** Please complete the following section.

1. Is your product:

Home-based Commercially Made

2. Is your product considered in accordance to the Vancouver Coastal Health Guidelines:

High Risk Low Risk

DECLARATION OF AUTHENTICITY

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 hand crafted outside of BC



JURY FORM CHECKLIST

Your application should include the following:

- PHOTOS
Please submit at least four printed or digital hi-res photographs of the product(s) you would like to sell (preferably 300 dpi or higher).
One photo must be of your table set up and display.
- PRICE LIST
Please include a sample price list for the products you wish to sell.
- DECLARATION OF AUTHENTICITY
Please submit a short (one page max) explanation of the process and your involvement in producing your products that are to be exhibited.
- FOOD VENDORS
Please attach a copy of your letter of confirmation or permit/License to Operate from Vancouver Coastal Health.



DISCLAIMER

- I confirm that although I have been granted approval status on my Market Events Standard Jury Form, the Market Events team reserves the right to not accept my application into this event.
- I confirm that I have read, and understand the information contained in the Event Information section of this application (page 4).
- I confirm that if my set up is larger than the allocated space that I have paid for, I may be charged a fee on the day of the market, or be asked to reduce my set up.

- I confirm that I have read and I understand that approval status of my jury form will not guarantee my acceptance into the Market Events in which I choose to apply for.
- I confirm that if I am granted approval status on my Market Events Standard Jury Form, the Market Events team reserves the right to not accept my application into any of the individual markets I apply for.

First & Last Name

Date

PLEASE SUBMIT YOUR APPLICATIONS AS SOON AS POSSIBLE.

PAYMENT INFO

Payments will be processed for all accepted vendors as soon as their acceptance notice has been sent. Payments will be processed for all accepted market dates at that time. \$110 registration fee per table, per market date is payable by cheque or credit card. Cheques are payable to **West Vancouver Community Centre**. **You may be charged an Annual Enhance West Vancouver Society Membership of \$10.25.

- Cheque to follow by mail, or attached.
- MasterCard
- Visa
- AMEX

Name as it Appears on Card

Credit Card Number

Expiry Date

CVC/CCV Number*

*CVC/CCV is the three digit number on the back of the card. Please note that credit card information can also be called in to 604-925-7270.

ADDITIONAL INFORMATION (OPTIONAL)

EVENT INFORMATION



IMPORTANT EVENT INFORMATION

In order to participate, all vendors must fill out the Summer Family Fun Fest & Market application.

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!

VENDOR CONDUCT

1. Vendors that arrive past 9:45 a.m. and or leaves earlier than the end time of the event may not be invited to participate in future markets.
2. Vendors that start setting up their tables before 8 a.m. may incur a penalty.
3. Vendors are not allowed to share tables. Each participating vendor will be registered for their own table.
4. Vendors will respect their neighbours need to move around their display tables and for shoppers to have access to all vendors.

EVENT SCHEDULE

1. The event takes place from 10 a.m. to 3 p.m. on **Saturday, July 20.**
2. Table set up is from 8 to 9:45 a.m. on the dates listed above. **Vendors that start setting up their tables before 8 a.m. may incur a penalty.*
3. PLEASE arrive on time and be set up by 9:45 a.m. or your table will be forfeited.
4. 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. Any cars not removed from the unloading area, may be ticketed at the owners expense. **Please use caution in this area, as it is a high pedestrian area.**
 - 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.

TABLE ASSIGNMENTS

1. Table assignments are yet to be confirmed. Your table location will be given to you upon arrival. We will try to accommodate prior requests as best as possible but cannot guarantee any requests.
2. Your name will be on your table.
3. Vendors are not allowed to share tables. Each participating vendor will be registered for their own table.
4. All tables will be in the Atrium. No wall space available.

DISPLAY AREA BOUNDARY

1. Your display must be freestanding. A 2.5 x 6 foot table and two chairs will be provided.
2. The **total** display and table boundary is 2.5 x 6 feet. If you remove the table we supply, you are limited to a booth size of 2.5 x 6 feet.
3. Vendors with displays longer than 6 feet in length will need to purchase an additional table space. This includes space needed for side tables and racks. No display is to be wider than 2.5 feet.
4. These restrictions ensure safe and easy flow of traffic and adequate space for neighbouring tables.

MISCELLANEOUS

1. Power is available on a limited basis. You must bring your own power cords and duct tape to secure the cords to the floor.
2. Please bring your own cash float. West Vancouver Community Centre will not have change available for vendors.
3. Please bring your own bags to put customers' purchases in.
4. Please bring your own table cloths/coverings. The West Vancouver Community Centre does not have any to provide to vendors.
5. The West Vancouver Community Centre has free public WIFI throughout the building. No Password required.

**WIFI can be slow depending how many people are using it on market day.*

