



## VENDOR APPLICATION

**EVENT DATE: Saturday, August 26 & Sunday, August 27, 2017**

Email: [culturalcraftplanner@gmail.com](mailto:culturalcraftplanner@gmail.com)

Telephone: 709-464-7345

The **Cultural Craft Group of Partners** on the Bonavista Peninsula is offering craft producers and artisans a unique opportunity to sell their products directly to the tourism market. We are seeking producers & artisans interested in purchasing vendor space where visitors can develop a better understanding of our craft culture.

This **Craft & Tourism Special Event** is a street festival complete with food and music with a priority focus on showcasing & promoting quality craftsmanship! For additional information about the festival, visit our website at [www.culturalcraft.com](http://www.culturalcraft.com). Space is limited.

All work showcased at the **Cultural Craft Festival** must be of the highest standards in design, technique and materials.

**REGISTRATION FEE: \$85.00 (Includes table and chair)**

**DEADLINE TO APPLY: APRIL 30, 2017**

<b>NAME:</b>		<b>BUSINESS NAME:</b>	
<b>MAILING ADDRESS:</b>	<b>CITY / PROVINCE:</b>	<b>POSTAL CODE:</b>	
<b>PHONE:</b>	<b>E-MAIL:</b>	<b>WEBSITE:</b>	

<b>BRIEF DESCRIPTION OF PRODUCTS TO BE SOLD / MATERIALS USED:</b>
<b>Please advise your juried status. (Check all that apply)</b>
<input type="checkbox"/> Cultural Craft Group of Partners <input type="checkbox"/> Craft Council of Newfoundland and Labrador <input type="checkbox"/> Crafts of Character <input type="checkbox"/> Not Juried

Submit Application via email to: [culturalcraftplanner@gmail.com](mailto:culturalcraftplanner@gmail.com) or fax to: 709-464-3599.

**Applications will be accepted until APRIL 30, 2017.**  
**Payment will be due upon confirmation of acceptance to exhibit during the Festival.**  
**No Refunds after May 30, 2017.**

For Office Use Only:	
Date: _____	Pay Info: _____



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## FESTIVAL POLICIES & EXHIBITORS AGREEMENT 2017

To ensure we deliver on our promise to offer a quality craft experience to tourists and visitors, we thank you in advance for respecting our festival policies & exhibitors agreement.

- All product sold at the festival will conform to highest quality of standards and will have been deemed acceptable by the Cultural Craft Festival Committee.
- The Festival Planning committee will make every attempt to include all applicants, however space is limited and all applications may not be successful.
- All exhibitors will be notified of their acceptance to showcase at the festival via email shortly after deadline date on April 30th, 2017. **Full payment is due upon confirmation to exhibit.**
- Space to exhibit for one day is not an option. Exhibitors must be willing commit to exhibit the entire 2-day event.
- **Exhibitors must be set up and ready to open by 9:45 a.m. and must stay until close at 5:00 p.m.** No packing up early or leaving early unless you have permission from festival organizers. Please respect your fellow exhibitors and visitors. Set up time will begin at 8:30 a.m. Please ensure you allow enough time for arrival and set up to be ready to sell by 10 a.m. sharp! It is disrespectful to other exhibitors and looks unprofessional to patrons when you set up late.
- No sales or price cuts are allowed at any time during the fair.
- Exhibitors cannot assign, share, split and/or sell any space granted to him/her without written permission from the Festival Planning Committee.
- Due to the fact that we are highlighting your craft skill to the tourist marketplace, all exhibitors must be able to engage with patrons in a friendly and informative manner. Therefore, all exhibitors must fully understand the creation process of the product(s) being sold as to answer all inquires from the patrons at this event. If someone, other than the producers is attending the space, please advise Festival organizers prior to the event for permission to act on your behalf.
- All vendors must conform to regulations of Industry Canada and Health Canada. This is the sole responsibility of the exhibitor.
- All applicable taxes must be added to selling prices and remitted to Canada Customs and Revenue Agency as appropriate.
- Table rental fee includes 8' x 4' table and chair(s). Exhibitors are responsible for table coverings (table cloth/covering) and must be long enough to cover table legs / under your table to the ground. Having a table skirt (or equivalent) ensures a professional appearance for all exhibitors. Display product in an appropriate manner.
- If you wish to display items off your table (shelves, racks, mannequins, etc.) please advise festival organizers in advance when booking your space. We will do our best to accommodate you.
- This is schedule to be an outdoor event. In that regard, please plan according. While food will be available on site you are encouraged to bring water, sunscreen, etc.

- In case of inclement weather, the event will be moved inside. In this regard, original space allocation may need to be altered to fit the site space available.
- Please indicate at time of book if you have any allergies or other concerns / request and we will do our best to accommodate all exhibitors.
- Food vendors must have applicable food permits from Service NL displayed at their space.
- Space is limited and therefore may vary from exhibitor to exhibitor however festival organizers will make every attempt to ensure all exhibitors are treated equally.
- Access to electricity will be very limited. Please notify festival organizers when booking if you require electricity.
- Cellular coverage is available at the site. Wifi access may be spotty in certain areas. Please advise when booking vendor space if you require internet use as a payment option. The festival committee will make every attempt to accommodate exhibitors.
- Food vendors and soap/bath/body vendors must have ingredient labels as per applicable government regulations.
- Exhibitor and patron safety is a priority. Please adhere to safety regulations set at the site and advise festival organizers if your craft requires use of propane or other chemicals.
- The festival organizers are relying on volunteers to help oversee this event. Come prepared to set up & take down your space without additional support personnel.
- The Coaker Factory Venue is a three story building and there is a service elevator. If the event is moved indoors, you may be assigned to any one of the three floors.
- Security is not provided. Exhibitors are responsible for ensuring security of their own craft items. In light of this fact, you will be required to pack up at end of day one and set up again on day two.
- Exhibitors must have their own insurance coverage in case of accidents (themselves or patrons) or if something is stolen.
- All vendors are responsible to understand the contents of this document. If you have questions, please contact Cyndy at 709-464-7345.
- Planning and scheduling of the event is on-going. As we get closer to the event, this policy may change but where possible the festival organizers will notify you in advance.

I agree to the Cultural Craft Festival Policies set out in the above Exhibitor's Agreement.

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Signature:

\_\_\_\_\_  
Date:

To find out more about the Cultural Craft Initiative on the Bonavista Peninsula and our group of partners in tourism, visit our website at [www.culturalcraft.com](http://www.culturalcraft.com) and follow us on twitter @culturalcraft.

**Watch Us! We're Making Something Great!**

*The Cultural Craft Festival Committee respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting your privacy. By filling in this form you consent to the use of the information collected to administer and promote the Cultural Craft Festival.*