

www.Creative Finds.ca

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BEAUTY & BLING ~ A MOTHER'S DAY SHOPPING MARKETPLACE VENDOR APPLICATION

SHOW DATE:	Friday & Saturday, May 7 th & 8 th 2010	
SET UP :	Friday Morning, May 7 th ,	8:30am – 10:30am (We appreciate any help to setting up tables.)
	Saturday, May 8 th ,	7:30am - 9:30am
MOVE OUT:	Friday, May 7 th , after show closes at 5:00pm (not any earlier)	
	Saturday, May 8 th , after show closes at 4:00pm (not any earlier)	
	(We appreciate any help in putting tables and chairs away Saturday afternoon.)	
SHOW HOURS:	Friday, May 7 th ,	11:00am – 5:00pm
	Saturday, May 8 th ,	10:00am – 4:00pm
VENDOR FEES:	Friday, May 7 th , 11:00am – 5:00pm\$75.00 (5'd x 8'w space with table & chair)
	Saturday, May 8 th , 10:00am – 4:00pm\$75.00 (5'd x 8'w space with table & chair)
	Both Friday & Saturday\$125.00 (5'd x 8'w space with table & chair)
	Tables "Y", "Z", "AA", & "BB"\$50 each day (due to slightly lighter foot traffic.)

LOCATION: Historic Sullivan Hall at 6306 - 152nd street (near 64th Ave), Surrey, B.C.

VENDOR QUALIFICATIONS: Applicants must be the designer, creator and producer of the craft sold at the Show. Only art and craft made by the applicant will be considered. The only exception to this is for tables "Y", "Z", "AA", & "BB", as local retailers are welcome to apply for these vendor spaces, as long as they only represent (Sell handmade products of:) Canadian Artisans & Crafters. All work will be judged for quality, uniqueness, saleability and the overall balance of craft categories in the Show. Accepted artisans/crafters must be present at the Show. We carefully jury hand made work to **ensure limited/exclusive representation of each medium to the best of our ability.** No imported or resale items will be accepted. Vendors must submit 5 quality photo images or links to online photos and videos showcasing their current work. A photo of the vendor creating their wares is much appreciated.

Sponsors: We are looking for sponsor to donate in ways of advertising, in return we can offer you advertng on our website (www.creativefinds.ca, on Twitter & Facebook), as well as in our shows signage & postcards.

Table/Display Requirements: All vendors are to plan out their set-up, as it is our goal to 'wow' the clients by making our products and displays 'eye candy'. Approximately 2/3 of the vendor locations will have access to an electrical outlet for setting up a low wattage light display. Please let me know when you secure your space with payment if you will require access to one of these outlets. One 8' table will be provided for each full space, however you must provide your own table skirt and covering. If desired, Artists/Crafters are free to display their work uniquely (dividing screens, levels, smaller tables, signage, grates & fixtures for hanging pictures, etc), rather than a table. **Please advise if this is the case** and remember to take into consideration room needed to move around between vendor spaces. You cannot set up displays outside your 5' deep x 8' wide space unless you have been approved for this and paid an additional fee to the organizer (Nicci Battilana). No nails, tape, staples, tacks, etc are to be used on the floors and walls at the hall. NOTE: There are no phone jacks provided for credit card and debt transactions. Please come prepared to handle manual transactions and cash sales. Remember you can always run credit card transactions through Paypal after the show if you have an Virtual Merchant account with www.paypal.com.

Internet pages to make note of and visit:

WEBSITE: www.creativefinds.ca

TWITTER: <http://twitter.com/CreativeFinds>

FACEBOOK GROUP: <http://www.facebook.com/group.php?gid=44260522257>

VIMEO: <http://vimeo.com/creativefinds>

YouTube: <http://www.youtube.com/user/creativefinds>

Liability: Creative Finds/Nicole (Nicci) Battilana are not responsible for stolen or damaged or lost merchandise. Creative Finds/Nicole (Nicci) Battilana are not responsible or liable for any injuries or an accident occurring while the vendor is on site, transporting or removing their products. The Vendor is responsible for notifying the consumer of potential health hazards surrounding their products, i.e. allergies pertaining to skin products. It is recommended that vendors obtain insurance for their work.

Creative Finds/Nicole (Nicci) Battilana accept no responsibility for reimbursement associated with returned cheques and declined credit card payments, etc. The Vendor is responsible for transporting and removing the goods to and from the Vendor area.

Vendor Parking: on site parking along the back wall of the parking lot.

NOTES:

- * We will be being doing **live 'Tweets' and web updates** for the show. **If you think of a special you may like to offer at a certain time of the day or just in general, please just let us know one week prior to the show.** For example I placed an advert on my website, which entitled shoppers \$5 off of any purchase of \$40 or more from my table during the show.
- * Each juried Crafter/Artist will have a **display area of 5'd x 8'w**. If you require extra space due to art eises, hat racks, shelving, etc .. you will need to book an extra customer accessible 4 feet for \$40.00, otherwise your set up cannot go past the space at the end of your 8' table. (**NOTE:** Book EARLY. There will only be 1 of these spaces allotted at table 'G'. Plus there are 4 corner spaces, in which you could use the space beside your table for an extra \$15, however, this is viewable, but not directly accessible for your clients.)
- * There will be no tables located on the stage, as this is where we will be playing our music selection from.
- * There is adequate **lighting** existing on the ceiling. If you would like to bring low energy lights, please request a wall outlet at time of booking and don't forget to bring along a grounded (3 prong) long indoor extension cord.
- * I require **payment** (full vendor fee as noted on first page) at the time of application to reserve your space, as well as to cover the cost of signage, advertisement, promotional materials, your website listing, etc and room rental. Your payment will not be cashed unless you have been accepted into the marketplace.
- * For any returned cheques, the bank penalty fees will be charged back to you.
- * Please note that payment in the form of **cheque will be accepted up until March 12th, 2010**. Cash payments accepted only after March 12th, 2009 (However, all spaces are usually filled prior to this date.).
- * Vendors must go through the jury process each year that they wish to participate. Being a vendor at past shows does not guarantee that you will be in the next year. This is to help keep the show fresh.
- * Applicants must be the designer, creator and producer of the art or craft sold at the Show. Only art and crafts made by the applicant will be considered. The only exception to this is for tables "Y", 'Z', 'AA', & 'BB', as local retailers are welcome to apply for these vendor sapces, as long as they only represent (Sell handmade products of:) Canadian Artisans & Crafters.
- * Accepted artisans/crafters must be present at the Show themselves for the duration of the event.
- *Assignment and Use of Event Space: Vendors must visit the website to see which spaces have been reserved and then advise Nicci of Creative Finds, which 3 options they are requesting, Otherwise Nicci of Creative Finds will assign a place for you. Please put in all your requests at time of booking.
- * Location of vendor spaces are dependent on who has applied and paid early, made special requests, spreading out each product type throughout the room, etc and are decided upon by the shows organizer.
- *We appreciate your assistance in promoting via email, internet, handing out our flyers, displaying our posters and by word of mouth.
- * Vendor Name and website link to be listed on this website (www.creativefinds.ca).
- * NOTE: we cannot guarantee the safety of anything left in the hall overnight. You must provide your own insurance. There is an alarm system, however there will be no one patrolling the hall for security.
- * If you are doing both the Friday & Saturday show, anything that you leave overnight in the hall is at your own risk (see above note). We recommend that you take your items home with you and bring them back the next morning.
- * There is one refrigerator available to store your labeled snacks, lunch, and dinner. Please do not store large containers in the fridge, as this is to be shared by all vendors and volunteers. A Café, Chinese Food Restaurant, Sushi Restaurant and Greek Restaurant are also located across the road for hot food, etc. If you will be purchasing food across the street for your lunch/snack, please make your own arrangements for this. Our volunteers will be unable to leave the hall to run errands.
- * **28** eight foot tables and folding metal chairs available at the show. Please request at time of booking if you require wall space and/or access to an electrical outlet. All tables with outlet access must be a wall space.

- * If you plan to demonstrate how you create your crafts/artwork at your station during the show, please use a drop cloth to protect the floor from spills, etc. Please contact me if you have any questions on this matter. FYI: No live flames, toxic elements, loud noises, fumes, perfume, incense or heated objects are allowed in the complex.)
- * Displays must be set up and ready for customers 20 minutes prior to doors opening.
- * Any food or beverage consumption by vendors must be done very discretely.
- * We will provide the music for the show and therefore we cannot have any vendors having sound at the event.
- * Displays and products must be taken down and area cleaned up within one hour of show closing time. Not earlier.
- * All vendors are required to **donate** at least one promotional item (of their creation) towards a door prize gift basket (or two) at an approximate retail value of \$30.00. This will assist in promoting your work as well as gathering contacts for future advertising.
- * Door cover charge will be \$1.00 per person over the age of 12 years.
- * Please have your excess stock, product transfer cases, etc out of the customers view.
- * Please refrain from reading books/magazines, or talking/texting on your cell phones during the show.
- * There will be **no refunds** made once you have paid your show fee.
- * All pictures of work submitted for jury may be used for advertising and promotion purposes.
- * Any offers to assist us in setting up or taking down the tables for the show would be highly appreciated. Thank you.
- * FYI: If you can decorate your booth/table, it will add to the entire show.
- * **NOTE:** Please view vendor list/floorplan at www.creativefinds.ca to see which tables have already been reserved. This will be viewable on the website in January 2010, if not before.

NOTES from SULLIVAN HALL rental Agreement: (<http://www.sullivanhall.ca>)

- * No use of confetti or substitute within the hall or surrounding grounds.
- * Masking tape or green painters tape only to be used for decorating the hall – no thumbtacks, staples, nails or scotch tape as these remove paint.
- * No open fire or flame permitted within the building. This is a violation of their hall insurance.
- * No smoking within the building.

The CrEaTiVe FiNdS Art & Fine Craft Marketplace is LOOKING FOR YOU! Together we will stand out from the rest and reign year to year as one of the best. Be sure to invite your friends and family to this unique shopping event!

Please note that the above information may change slightly or have additional information added. Updated info will be available at www.creativefinds.ca . Please keep yourself updated with the show, by visiting the website (www.creativefinds.ca) at least once a month.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Signature of Vendor

Print Name

Company Name

Date:

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VENDOR APPLICATION for May 7th & 8th, 2010

Vendor Contact Information:

Phone No. Business _____ Home: _____ Cell: _____

Address: _____

Postal Code: _____ Website: _____

E-mail Address: _____

Please provide a paragraph description of you and your product below. Followed by noting the price range of the items you will be selling, along with a sketch or photo of your display on the back of this page. What makes your product(s) unique? Five product photos (.jpg; no larger than 250KB each, please) can be forwarded to: creativefinds@gmail.com

Promo Special: _____

PLEASE SELECT ONE OF EACH OPTION:

DATE Selected (Friday / Saturday / Both days) **VENDOR Space requests:** 1. _____, 2. _____, 3. _____ (see online floorplan)

Table: (Yes / No); **Chair:** (none, one or two); **Outlet access** request only: (Yes / No); **Wall space** request only: (Yes / No)

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Signature of Vendor

Print Name

Company Name

Date:

NOTE: THIS AGREEMENT MUST BE SIGNED AND RETURNED WITH PAYMENT AS SOON AS POSSIBLE. Once accepted into the market, those with confirmed payment will be guaranteed a vendor space. Unfortunately, if you are late in making your payment, you may lose your space. Please **INCLUDE** your cheque made out to 'Nicole Battilana'. Once your payment clears, I will email you a confirmation of your reserved space for the May 7th &/or 8th 2010 Creative Finds Beauty & Bling Marketplace.

Mail to: Nicci Battilana (Creative Finds – Beauty & Bling May 2010)

NEW Address: 15450 18th Ave, Surrey, BC, V4A 1X2

Email: creativefinds@gmail.com

Phone: (604) 531 – 3773 **NOTE:** If leaving a phone message, please state your phone number clearly and twice.

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MAY 7 & 8, 2010

LIABILITY WAIVER

I THE UNDERSIGNED, BEING THE VENDOR INVOLVED IN THE CREATIVE FINDS BEAUTY AND BLING SHOW AND MARKETPLACE AT THE SULLIVAN HALL COMMUNITY CENTRE (HEREINAFTER REFERRED TO AS THE MARKET), IN CONSIDERATION OF MY OR AN EMPLOYEE'S PARTICIPATION IN THE MARKET, I HEREBY, FOR MYSELF AND ANY EMPLOYEE FOR WHOM I AM RESPONSIBLE, RELEASE, DISCHARGE, HOLD HARMLESS, AND FOREVER ACQUIT THE PROVINCE OF BRITISH COLUMBIA, THE CITY OF SURREY, SULLIVAN HALL COMMUNITY CENTRE, NICOLE BATTILANA O/A CREATIVE FINDS BEAUTY AND BLING MARKETPLACE, OR OTHER LOCAL SPONSORS, AND THEIR OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES FROM ANY AND ALL ACTIONS, CAUSES OF ACTION, CLAIMS OR ANY LIABILITIES WHATSOEVER, KNOWN OR UNKNOWN NOW EXISTING OR WHICH MAY ARISE IN THE FUTURE, ON ACCOUNT OF OR IN ANY WAY RELATED TO OR ARISING OUT OF MY PARTICIPATION IN THE MARKET. FURTHER, I ASSUME ALL LIABILITY OF ANY NON-PARTICIPANTS WHO ACCOMPANY ME.

I UNDERSTAND THAT I AM AN INDEPENDENT VENDOR FOR ALL PURPOSES, INCLUDING WORKERS COMPENSATION, AND AM NOT AN EMPLOYEE OF THE PROVINCE OF BRITISH COLUMBIA, THE CITY OF SURREY, SULLIVAN HALL COMMUNITY CENTRE, NICOLE BATTILANA O/A CREATIVE FINDS BEAUTY AND BLING MARKETPLACE, OR OTHER LOCAL SPONSORS, AND THEIR OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES, AND AS SUCH THEY ARE NOT RESPONSIBLE FOR INJURY OR DEATH OF MYSELF AND ANY EMPLOYEE FOR WHOM I AM RESPONSIBLE WHICH MAY OCCUR WHILE ACTING AS A VENDOR.

Signature

Date Signed

Name/Position

Company

