

www.Creative Finds.ca

(A DIVISION OF [DURAN DESIGNS LTD.](#) BC, CANADA.)

2014 winter Art & Fine Craft Marketplace **VENDOR APPLICATION**

- SHOW DATE:** Saturday & Sunday, November 15th & 16th 2014
- SET UP :** Friday Evening, November 14th: time to be advised (we find out a few days prior to the show)
Sat & Sun:8:00am - 9:30am
- MOVE OUT:** Sat & Sun:.....after show closes at 4:00pm (**not any earlier**)
- SHOW HOURS:** Sat & Sun:.....10:00am – 4:00pm
- VENDOR FEES (as of Jan 01, 2014):** Sat, November 15th: 10:00am – 4:00pm\$105.00 (5'd x 8'w space with table & chair)
Sun, November 16th: 10:00am – 4:00pm\$105.00 (5'd x 8'w space with table & chair)
Both Saturday & Sunday.....\$175.00 (5'd x 8'w space with tables & chair)
10' x 10' Space outside (no table, etc provided)..... \$50.00 per day
- VENDOR FEES (prior to Jan 01, 2014):** Sat, Nov 15th: 10:00am – 4:00pm\$85.00 (5'd x 8'w space with table & chair)
Sun, November 16th: 10:00am – 4:00pm\$85.00 (5'd x 8'w space with table & chair)
Both Saturday & Sunday.....\$140.00 (5'd x 8'w space with tables & chair)
10' x 10' Space outside (no table, etc provided)..... \$50.00 per day

*** Please NOTE:** Vendor fees are being increased due to an increase in Hall rental fees, paid advertising and no longer being able to use street signage or banner signs along the fence. I do apologize, as we always do our best to keep the vendor rates low for you.

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

ENTRY 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. 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. No products can be sold at the craft show market unless approved by the show organizer. New vendors applying for a space at Creative Finds must drop off 5 samples of their work to be judged for the show. Past vendors need only to submit quality photo images or links to online videos showcasing their current work.

Juried Applications: Applications will be accepted on an on-going basis until spaces are filled. (NOTE: Spaces are usually filled by September. Jewelry vendor spaces usually fill up first.)

Sullivan Elementary Vendors: Please let us know if you are in their show, as we need to limit the duplicate vendors to 5 total. This is to ensure that both of our (Sullivan Elementary & Creative Finds) shows bring in the crowds.

Table/Display Requirements: All vendors are to plan out their set-up, as it is our goal to 'wow' the clients by making our show & your products and displays 'eye candy'. Please incorporate some holiday decorations in your display, as it will add to the entire show. **TIP:** treat your vendor space as though it were your stage to showcase yourself, as that is what you are doing after all....oh, and have FUN!

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 place with payment if you will require access to one of these outlets.

One 8' table and 2 chairs will be provided for each vendor 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. 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 account with www.paypal.com.

SHOW PROMOTION: We have a large advertising campaign, however it is expected that all vendors promote the show as well. (i.e. mailouts, emailing clientele, facebook, twitter, blog postings, flyers, etc)

Liability: The Creative Finds Art and Fine Craft Market/Nicole (Nicci) Battilana/Duran Designs Ltd. are not responsible for stolen or damaged or lost merchandise. The Creative Finds Art and Fine Craft Market /Nicole (Nicci) Battilana/Duran Designs Ltd. 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. The Creative Finds Art and Fine Craft Market /Nicole (Nicci) Battilana/Duran Designs Ltd. 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. You may also find parking around the corner on 62A Ave, if you wish to leave more space for potential customers to park.(map link: <http://goo.gl/maps/oNjNp>)

Internet pages to make note of and visit:

WEBSITE: www.creativefinds.ca TWITTER: <http://twitter.com/CreativeFinds>

Facebook GROUP page: <http://www.facebook.com/creativefinds>

Facebook EVENT Page: <https://www.facebook.com/CreativeFindsMarket>

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

NOTES:

- * **Surrey Bi-Law** unfortunately prevents us from placing signs on roadways. Therefore we would love your extra assistance in getting the word out via printed flyers, emails, online promos, etc
- * Vendors may not share their table/space unless approved in writing by Nicci Battilana, organizer of Creative Finds Events.
- * Each juried Crafter/Artist will have a **display area** of **5'd x 8'w**. If you require extra space due to art eistles, 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'.) If you have a **corner space**, you can share that area equally with your corner neighbour & still be able to exit your tables for breaks, etc.
- * There will be no tables located on the stage due to limited access, hard to navigate stairs and poor visibility.
- * 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.
- * **Please post date all cheques for May 1st, 2014** (unless date has past or you are *applying early* to receive the 2013 rates).
- * 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** (*made out to 'Duran Designs Ltd.'*) **will be accepted only up until July 1st, 2014**. Cash payments, payment through paypal.com or certified cheques accepted only (no personal cheques) after July 1st, 2014. If you are paying via **PAYPAL**, you must **add 4%** and use the email address nicci.battilana@gmail.com.
- * 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.
- * Product to be juried for quality, uniqueness, saleability and the overall balance of the craft categories in the Show.
- * 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.
- * Accepted artisans/crafters must be present at the Show themselves for the duration of the event. No substitutions.
- * **Pets** are **not** to be brought to the show.
- * 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 Art & Fine Craft Marketplace which 3 options they are requesting, Otherwise Nicci of Creative Finds Art & Fine Craft Marketplace 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. All vendors must invite a minimum of 50 of their clientele to assist in drawing in customers.
- * Vendor Name and website link (if provided) to be listed on this website (www.creativefinds.ca).

- * **We will have the hall the Friday night prior to the event to set up tables/displays.** NOTE: It is suggested that your product be brought in the next morning, as 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 Saturday & Sunday 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 Corner store, 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, as our volunteers will be unable to leave the hall to run errands.
- * 31 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.
- * If you set up prior to the start of the show, you must arrive no later than 30 minutes prior to the doors opening to the public every day.
- * **INCLUDED:** Coffee, hot water for tea will be provided for all vendors in the kitchen area once in the morning and then once again in the afternoon around 2pm.
- * Any food or beverage consumption by vendors must be done very discretely.
- * We will provide the holiday themed 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 value of \$20.00, as this will assist in promoting your work as well as gathering contacts for future advertising.
- * If you wish to be part of the customer **swag bag**, please provide 50 small handmade promotional items no later than Monday November 3rd. 25 swag bags will be handed out to the first paying customers through the door each day.
- * Door cover charge will be \$1.00 for teens & adults.
- * 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.
- * **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 late May 2014, 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 Holiday shopping event – just in time for Christmas!

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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2014 Winter Art & Fine Craft Marketplace VENDOR APPLICATION for November 15th & 16th, 2014

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) including one of you making your product can be forwarded to: creativefinds@gmail.com

Promo Special: _____

PLEASE SELECT ONE OF EACH OPTION:

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

Table: (Yes / No); **2 Chairs;** **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 (NEW) 'Duran Designs Ltd.'. Once your payment clears, I will email you a confirmation of your reserved space for the November 15th &/or 16th 2014 Creative Finds Art & Fine Craft Marketplace.

Mail to: Nicci Battilana (Creative Finds Market)

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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2014 Winter Art & Fine Craft Marketplace

LIABILITY WAIVER

I THE UNDERSIGNED, BEING THE VENDOR INVOLVED IN THE CREATIVE FINDS ART AND FINE CRAFT MARKETPLACE (A DIVISION OF DURAN DESIGNS LTD.) 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 ART AND FINE CRAFT MARKETPLACE, DURAN DESIGNS LTD., 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 ART AND FINE CRAFT MARKETPLACE, DURAN DESIGNS LTD., 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

