



Craft Vendors

AGM 2010
James Bay Community School
140 Oswego Street
7:00pm, Monday, March 29th

James Bay Market Society,
c/o 547 Michigan Street,
Victoria British Columbia V8V 1S5

Market Season: Saturday May 8th, 2010 to Oct. 9
Time: Open from 9:00am till 3:00pm (Setup 7:30 till 8:45)

www.jamesbaymarket.com Phone line: 381-5323

Keep the following information for your records and return the last page of the application.

The James Bay Market Society (JBMS) is comprised of residents of James Bay and Greater Victoria who support the principles expressed in the Society's constitution. The Society was founded to:

- Encourage awareness of and appreciation for the production of local food and arts
- Encourage education about the environment, healthy living and healthy food production
- Provide a direct sales outlet for locally produced hand crafted items, art, produce, farm products and prepared foods
- Provide a community forum where local residents can come together to interact and participate

Membership in the James Bay Market Society is \$10.00. **Membership is required to be a vendor at the market** and includes Society voting privileges. Only paid members in good standing will be allowed voting privileges at the AGM. All members and supporters are encouraged to actively participate in the operation of the James Bay Community Market, the Dickens Fair and Seedy Saturday (Spring Garden Show/Seed Exchange).

RETURNING VENDOR

Returning Vendors refers only to those who vended at the market in the 2009 season. **Any vendors from previous years must apply as new vendors.** If you were juried and vended last year as a substitute vendor please note that you are not guaranteed a permanent space this year. Regular vendors are (as per our policy manual) subject to table availability and diversity of products.

Returning vendors must fill out an application form, pay for their \$10 membership and first week's booth fee by **Monday, March 29th** at the AGM. Late applications will be subject to space availability as are new vendors. The annual completion of the Application form ensures that we have current information and liability coverage.

Returning Vendors do not need to submit creative process description, unless they have significantly changed or added products. The annual completion of the Application form ensures that we have current information and liability coverage.

CHECKLIST FOR RETURNING VENDORS

- Completed application form. Applications processed 7pm to 7:30pm at the AGM or by mail.
- \$10 membership fee. Preferred payment method is by cheque. **NO CREDIT CARDS or DEBIT**
- A cheque for the first week's booth fee or the yearly booth fee.

NEW VENDOR

New Vendors are encouraged and welcome to attend the AGM. New Vendors must have their products juried with the exception of produce and food vendors. Jury is on a first come, first served basis. A \$10 non-refundable fee is charged at the time of the Jury. All participants will be contacted with the results from the jury after the final jury day. Those accepted must pay the \$10 membership fee and their first week's booth fee prior to their first market.

Jury dates are noted on the Web Site <http://www.jamesbaymarket.com>.

Or call the market line at **(250)381-5323**. Or e-mail: info@jamesbaymarket.com

CRAFT POLICY (In case of a discrepancy between this document and the Policy Manual, the Policy Manual will prevail.)

1. All items must be handmade, homemade, or homegrown.
2. All items must be of original, unique work or design.
3. The handcrafted component must dominate the commercial component. The commercial components must be transformed in a way that makes the work unique.(minimum 75%)
4. The starting material must be significantly altered and enhanced by the artisan. (minimum 75%)
5. The product must meet basic requirements of product life, function and safety.
6. All crafts must be juried before being displayed for sale, to ensure compliance with Society guidelines.
 - A. Vendors who have been juried and accepted at the Market during the 2008 Season are not required to present their products for jurying the subsequent summer.
 - B. The exception to this policy is the sale of new products the vendor intends to sell at the Market which are different from any item or category of item the vendor sold previously. There is no fee for jurying these products.
7. When the suitability of a product is in question the consensual decision of not less than three directors will be considered binding.
8. The Board of Directors reserves the right to limit identical or very similar products.
9. The market will not accept vendors who operate their own retail operation.
10. Preference will be given to vendors who attend on a regular basis and contribute to the Market in a positive manner.

Vendors are given spots at the market pending availability and uniqueness of products. If your work is acceptable to the market but there are others selling similar products, you will not be given a permanent space, but will be placed in rotation for spaces that are available on a weekly basis. You will be contacted by the Wednesday prior if there is a spot. Please note that if the market is full and you are on the waitlist those who sell items not currently represented at the market will be called first.

NEW VENDOR CREATIVE PROCESS DESCRIPTION

Please bring your process description to your jury session. Mount three clear photos of your product on one 8 1/2 x 11 piece of paper with the process description on the other side of the paper. Both items should be in a clear sleeve. This information will be kept on file by the market co-ordinator and will be used to ensure that a variety of products is presented at the market.

When writing about your own process, detail the starting material you use, how you alter it, using what types of materials and how much time is involved. For example:

"I make canvas floor cloths of my own design. I start with bleached cotton canvas, which I pre-wash and cut myself. I then use a stencil of my own design, and apply commercial fabric paint. I use two coats, letting the paint dry between coats. I then heat set the paint and finish the floor cloths by stitching mitered corner hems on my sewing machine."

If you are submitting products for consideration in more than one category, please provide a creative process description for each product. Example: jewellery and sewing. You don't need to provide a description of how you make the different pieces of jewellery, but you would need to provide a description of your creative process for your jewellery and for your sewing.

NEW VENDOR CHECKLIST – WHAT TO BRING TO THE JURY

- Completed membership and application form. Forms will be available at the jury- come early if you need to fill out a form.
- \$10 non-refundable jury fee. Preferred payment method is by cheque. NO CREDIT CARDS or DEBIT
- A selection of your work – no less than three pieces or one of each item if you have more than three products.
- A creative process description on one 8 1/2" x 11" paper with three in-focus pictures mounted on another.

James Bay Market Society – Application Form: Craft

PLEASE RETURN THIS PAGE WITH YOUR CHEQUE

DEADLINE at the AGM or at time of jury

Enquiries: (250)381-5323 or

Booth fee forfeited if you do not cancel by the Wednesday before the market.

Email: info@jamesbaymarket.com

WEB: https://www.jamesbaymarket.com

Vendor / Application Name:	Phone night:
Vendor Business Name:	Phone day:
Address:	Fax:
City:	Postal:
EMAIL:	WEB:
Vehicle Make: Model: Colour:	License Number:
Vehicles may be towed or ticketed if not displaying a valid James Bay Market parking permit or by not parking in designated parking lot, between the Market and the townhouses. All parking fines are the responsibility of the Vendor.	

Category

Jewellery	Pottery, Painting, Sculpture	Paper, Glass, Wooden or Metal Crafts	
Dried Flowers, Plant products	Soaps, Skin Care, Aromatherapy	Clothing, Cloth Toys, Other Fabric Crafts	
Service	Other		

List of Products

x	Product				

(Put an x beside the previously juried items)

Please describe your product, and how you display your product: i.e. width, height, will it be on the table or stand behind.

(A process description and photos are required for new vendors)

Liability, Protection and Insurance Agreement

1. **Liability** The James Bay Market Society and its' members/agents will not be responsible for loss or damage or injury to exhibits, merchandise, other properties or personnel which are on site of the weekly Community Market. The vendor shall accept full responsibility for any and all damage caused by the vendor or his representatives and agrees to indemnify and save harmless the James Bay Market Society and/or its members/agents/employees against any such loss, damage or injury no matter how caused.
2. **Protection of Vendors' Property** The James Bay Market Society and its' members/agents will not be responsible for the safety of exhibits, merchandise, other properties or personnel against robbery, damage by fire, accident or any other causes. In all cases vendors are responsible for their own insurance coverage
3. **Protection of Market Property and Display Fixtures** Vendors will be held responsible for all damages done or caused to the Market site, Market display fixtures by them or their agents and /or employees. Display stands must not interfere with other crafter's space
4. **Insurance** The vendor shall not do or permit to be done in or about the assigned vendor space or bring into, or keep upon the same space, anything which in any way shall affect a fire risk or increase the rate of the Market Society's insurance policy. Should the rate of the Market Society's insurance policy be increased by reason of any violation of this Agreement by the vendor, the vendor will be liable to pay the amount of any such increase. The Market Society will not assume any responsibility for the safety of the vendor against robbery, fire damages, accidents or for any cause whatever. In all cases the vendors must insure their own property, materials and merchandise which is brought to the James Bay Community Market.

I _____ (Print Name) have read and agree to the above information and agree to abide by the policies (Craft Policy and the Policy Manual) of the James Bay Market Society				Date:
Signature of Applicant	Print Name	Signature of Witness	Print Name	

James Bay Market Society- Application Form: Craft

Week by week	\$	X	Season Fee	\$	X	Additional Fees	\$	X
Full Space (10 x 10 ft)	\$25		Full Space (10x10)	\$450		Membership Fee(All Vendors)	\$10	
Full Space Shared (Co-op)	\$34		Full Space Co-op	\$612		Jury Fee(New Vendors only: due at time of jury)	\$10	
Half Space (5ft frontage x 10 ft)	\$17		Half Space (5ft frontage x10ft)	\$306				
Non Profit Organization	No Fee							

Total:	Cash	Cheque	Fee Received By:	Date:
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-----Internal Use Only-----

Jury Information

Market Season 2010

Date of Jury _____

Jurors (3 to 5) _____

-----To be completed in Consultation with Applicant -----

Applicants Name/ Business Name _____

Product sold by Maker? Yes__ No__ Pictures and Process Description Received? Yes__ No__

Type of Product: _____

Planned Frequency of Attendance: _____

Interested in Dickens Fair? _____ Willing to donate to gift basket? _____

-----Completed By Jurors After Consultation with Applicant -----

Handmade/ Home Grown? Yes__ No__

Uniqueness/ Other Comments and Recommendations: _____

-----Completed in Consultation with Market Coordinator-----

Product Categorized as: _____

Applicant is: Accepted__ Not Accepted__

Is the Applicant to go on the Waitlist? Yes__ No__