

30th Annual Dickens Craft Fair - 2010 Application Form

(Please keep the first two pages for your own reference and hand in the application form)

Saturday December 4th (10:00 am to 4:00 pm)

The annual Dickens Fair is a festive craft event organized by the James Bay Market Society. We select handmade, homemade, and homegrown items to provide a tantalizing array of quality gift choices at affordable prices. Music, door prizes, great tasting homemade foods and seasonal activities complement this traditional community event.

2009 Summer Market Vendors

If you are a 2010 Summer Market vendor and wish to participate in the Dickens Fair, complete the application form and return it by mail with your payment to James Bay Market Society c/o 547 Michigan St., Victoria, BC, V8V 1S5. If you have not applied before the end of the market season, you are not guaranteed space in the Dickens. Please inquire if there is still space for your particular product. If you plan to sell items that you sold at the Summer Market, you are not required to be juried again. Any new items you wish to sell at the Dickens Fair, you must make an appointment to have them juried.

Jurying Location and Dates: Jurying times and location will be announced.

Please call to set up a jury appointment (250-381-5323) or email dickens@jamesbaymarket.com.

For new vendors, please bring a signed Vendor Application form along with you or be prepared to fill one out. Please include a color page of your sample artwork for our file. The regulations on the reverse of the application form certify you will be responsible for any liability regarding your participation in the Dickens Fair. We require payment at the time of application by cash or cheque. Your payment will include the cost of your table size along with a \$10 market society membership fee that all participating vendors pay (an additional \$10 jury fee has been waived for the Dickens Fair only). If an adjustment in the prepayment is required, you will be advised of the deadline for your additional payment. In the event that you are not accepted into the Dickens Fair, your payment will be returned to you within 10 days. If you choose to withdraw your application from the fair, we must receive notification of your withdrawal by November 21st. No refunds will be issued after this date. Our choice of vendors will depend upon how many vendors apply and what kinds of products will be offered for sale. We are looking for a variety of quality items.

Submission Criteria

In keeping with the mandate of the James Bay Market Society the following criteria apply:

- Items are to be handmade, homemade and/or homegrown
- Items are to be of original, unique work or design. The starting material must be significantly altered and transformed by the artisan/craftsperson.
- All prepared food items must meet current Provincial Health and Island Health Authority regulations and must be approved for sale by the Vancouver Island Health Authority (VIHA). You must present copies of your food safe certificate and an approved catered function form with your application. If you have any questions regarding this matter contact the VIHA at 388-9019 and ask to speak with a Registered Environmental Health Officer.

Vendors will be advised as to their acceptance for the Dickens Fair by early November at the latest.

For more information contact the Dickens Coordinator at the following:

Email: dickens@jamesbaymarket.com or leave a phone message: 250-381-5323

Exhibitors Regulations

- **Date, Hours**

Pre-show set up: Friday, December 3rd 6pm- 8pm

Dickens Fair: Saturday, December 4th from 10am– 4pm

All vendors must be set up and ready to sell by 10am sharp

- **Location**

James Bay Community School Centre, 140 Oswego St

- **Rates**

Full space nonmember \$70.00
member \$60.00

Half space nonmember \$45.00
member \$35.00

Outside nonmember \$35.00
member \$25.00

- **Vendor Space**

Vendors will be located together in one large room. Approximately 3ft of space is provided behind each table. One table and two chairs per vendor will be provided. Tables and chairs will be positioned to comply with Fire Code regulations. Items may be taped to walls with masking tape. Pins or nails are not allowed. You are responsible for bringing your own table covering. Access to electrical outlets is limited. You can request electricity on a first come first served basis. You are responsible for bringing your own extension cord and power bar (only those vendors along the outside walls of the gym are able to have electricity).

Producer Space & Rates

Producers will be located outside and are asked to bring their own tents and coverings. An electrical outlet is possible – please inquire. Full space outdoors: 10'X10'- \$35

On Site Supervision

The James Bay Market Society and its organizers are responsible for and authorized to ensure the smooth running of the Dickens Fair.

- **Supervision and Liability**

The James Bay Market Society, its members and volunteers and/or the James Bay Community Centre and its staff will not be responsible for the safety, loss and/or damage or injury to the vendor's materials or person with respect to their participation in the 2010 Dickens Fair. The vendor shall accept full responsibility for any and all damage caused by the vendor or his/her representatives and agrees to take no action against the James Bay Market Society or any person or group which is involved in the 2010 Dickens Fair regarding loss, theft, fire or any other damaging incident to the vendor's belongings. The vendor is responsible for her/his own insurance.

All of these regulations form the lease contract between the James Bay Market Society and the James Bay Community School Society and the vendor.

Dickens Craft Fair (Dec 4) 2010 Application Form

Location: James Bay Community School – 140 Oswego Street

Phone line: 250-381-5323

Email: dickens@jamesbaymarket.com

Mail: Dickens Fair c/o 547 Michigan Street, Victoria, B.C., V8V 1S5

Please circle: **New Vendor** (attach portfolio) or **Summer JBM Vendor** or **Returning Dickens Vendor**
New and Returning Dickens Vendors are required to pay a \$10 Market Society Membership Fee

- Name _____
- Address _____
street city postal code

Contact phone : _____

E-mail: _____

Description of products to be sold: Products presented on the day of sales that have not been
juried, will be excluded from sales. Remember to list all products. Use the back of this sheet if more space is required.

Please Reserve: (Payment is due with application form - cheques payable to James Bay Market Society)

_____ Full space (8X3) \$70

_____ Half space (shared) (4 feet of an 8 ft table) \$45

I will need electricity (available only along outside wall) yes _____ no _____

(Electricity is limited and on a first come first serve basis – you will need to provide your own extension cord)

Any special requests? _____

All requests will be considered but nothing can be guaranteed

I, the undersigned, have read the exhibitors regulations and agree to accept and abide by each and all of the regulations stated on this application form:

_____ Date _____ Signature (vendor)

Willing to generously donate an item for a gift basket/door prize? YES: ____ NO: ____

Please identify item: _____ Donated now: _____ Friday set up (Dec 3): _____

For office use only. Accepted: _____ Waitlisted: _____ Not-approved: _____

Date payment received _____ / _____ / _____ Table fee: _____ Membership fee: _____

Amount paid \$ _____ CASH: _____ CHQ # _____ Receipt Issued: Y N