



Riverside Secondary

# Annual Winter Market

November 17, 2018

## CRAFTER/VENDOR APPLICATION

Application Deadline November 1st, 2018

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Indicate your craft/product categories:  **Woodcrafts**  **Jewelry**  **Candles**  **Stained glass**  
 **Sewing/fabrics**  **Pet products**  **Pottery/ceramics**  **Soap/body care**  **Food items**  
 **Baby and child products**  **Christmas décor**  **Knitting/crochet**  **Cards/paper**

Brief description or other: \_\_\_\_\_

For Vendors – Company Name: \_\_\_\_\_

Do you have any specific requests such as wall location, power, wheelchair access, etc? We cannot make any guarantees, but we will do our best to accommodate your needs.

Select your table size:  **1 x 6ft** \$45 ea. (plus a craft/product donation for our raffle) OR  **2 x 6ft**, \$85 (plus donation). If you request power please add an extra  **\$5**. Please make cheques payable to “**Riverside Secondary School PAC**” and write “**Winter Market**” in the memo. There are no refunds and **no postdated cheques** will be accepted.

Please return this form with your payment to secure your spot at the market. We will notify you when your application has been approved. Mail your application to the following address:

**Attn: Winter Market  
Riverside Secondary  
2215 Reeve St.  
Port Coquitlam, BC  
V3C 6K8**

How would you prefer to be contacted:  
 **Email**  
 **Phone**

I have read and I understand the guidelines as given on the attached page. I agree to NOT hold responsible Riverside Secondary School, the Riverside Secondary PAC, or School District 43 for any claims made by purchasers of my goods that prove to be defective or cause injury, illness, or damage to anyone.

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

Office use only

Type of payment: \_\_\_\_\_ Amount: \_\_\_\_\_ Date received: \_\_\_\_\_



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## PARTICIPATION RULES

Please read and keep for your reference

**Application Deadline November 1st, 2018!!!!!!**

The Coordinator reserves the right to allow certain dealers/vendors into the fair if the number of hand crafters is not sufficient to fill the tables. There may be a separate room for dealers/vendors.

1. The crafter shall not sublet their table to any other person without the prior written permission of the Riverside Winter Market Coordinator. It is acceptable to have someone come in your place to sell your products.
2. Riverside PAC reserves the right to reject or prohibit the sale of items which are considered objectionable.
3. Tables booked by April 15<sup>th</sup> 2018 will qualify for a \$5 discount per vendor. Table numbers will be provided on the day of the market. Please note: Power spots are not guaranteed but we will try our best to accommodate.
4. We request a craft donation from each crafter for our raffle, which will be collected on the morning of the fair, prior to opening to the public. Please have your name and number or business card attached to the donation.
5. Any cheques returned by your bank must be replaced by certified cheque or cash as soon as possible. Failure to provide new payment, including any NSF charges, promptly will result in the crafter's registration being considered void.
6. The Riverside Winter Market will provide two chairs with each table. More may be available upon request.
7. Crafters are required to cover and skirt their tables(s). Racks must be maintained so that they do not block the space or view of another crafter and they must not interfere with safe traffic flow.
8. Individual crafters are responsible for maintaining a presence at their table during the operating hours of the fair. The crafter agrees that their display will remain intact until 4 pm., unless you've completely sold out of stock.
9. Winter Market hours are 10 am till 4 pm Saturday **November 17, 2018**. The doors will open at 8 a.m. for setup. We are thinking of making this a two day event. Please let us know if anyone would be interested in two days rather than one. We will then decide and let you know if we do and what the cost would be.
10. Student volunteers will be available to help unload and load cars. You are welcome to park at the front of the school near the cafeteria door, or at the back of the school. Please unload at the door, then move your vehicle to the rear parking lot closest to Gates Park.
11. If are you registered in other craft fairs before November 17, 2018, please spread the word to clients, family, and friends. Any and all extra promotion of our market is beneficial for all involved.
12. School address is 2215 Reeve St., Port Coquitlam. If you need directions please contact the coordinator.

**Questions can be directed to Mary DeSousa, the Winter Market Vendor Coordinator at**

[mnldesousa@shaw.ca](mailto:mnldesousa@shaw.ca) or [riversidecraftfair@yahoo.ca](mailto:riversidecraftfair@yahoo.ca) / 604-764-0464