

CRAFT COUNCIL NEWFOUNDLAND & LABRADOR

49TH ANNUAL CHRISTMAS CRAFT FAIR APPLICATION
NOVEMBER 9 - 12, 2023 | JACK BYRNE ARENA, TORBAY

For Office Use Only

Surname/ 1st Initial

Company Name

ABOUT YOU

Name

Business Name

Address

City/Prov

Postal Code

Phone

Email

Website/Social Media

Description of Product (15 words max):

Please check one: My work has been successfully juried at the Craft Council Standards Committee:

YES

NO

(Work must be juried and approved by September 12th, 2023. The standards committee meets bi-monthly; early submission is recommended)

CANCELLATION POLICY

All booth cancellation requests must be submitted in writing by October 12th, 2023. Exhibitors may cancel their booth, however the booth processing fees (15%) are non-refundable. **Requests for refunds after this date are offered under extraordinary circumstances pending board approval.** Exhibitors fees (minus processing fees of 15%) will be credited to next year's show if approved.

YOUR BOOTH

FAIR BOOTHS - Please note that your booth will be allocated as requested on this application on a "first come first serve" basis. We cannot guarantee that it will be the same as last fair (for returning Exhibitor only).

CHOICE	FRONT X DEPTH	REQUEST	PRICE
	10 X 4	Aisle	\$350
	10 X 4	One Corner	\$454
	10 X 8	Aisle	\$698
	10 X 8	One Corner	\$803
	8 X 10	Two Corners (End of an Aisle)	\$912
	10 X 10	Tent (4 sides)	\$1500

Do you have any allergies or sensitivities that the Craft Fair organizers should be aware of?

If you are a returning Exhibitor and have a booth number request, please note it below. We cannot guarantee, but will make every effort to place you in your preferred spot.

APPLICATION DEADLINE: OCTOBER 1, 2023 5PM

BOOTH FEE CALCULATOR				PLEASE TYPE IN AMOUNT
Booth Cost				\$
I am a 2023 Member	YES	NO	(If no, add \$20)	\$
I will be sharing a booths with another juried member (add \$20 if the other vendor has not paid their membership for this year) *				\$
HST (on booth cost only)				\$
BALANCE OWING				\$

* If you are sharing a booth, please email all the information about both you and your booth sharing partner's information to: events@craftcouncil.nl.ca | This includes: 1. Contact Information (name, phone number, email etc) 2. Company/Business name 3. Product Information.

BOOTH AMENITIES

Your booth space includes 8' high pipe and black drape (except for the tents as they are open on all 4 sides) and the following:

1 - covered and skirted table | 2 - chairs | 1 - 15v outlet | 2 - vendor badges

If you require additional tables, chairs, or outlets you MUST request them on this form. If requestes are not submitted at the time of the application they may not be fulfilled and will be subjected to availability. Please note that there is a cost incurred to be paid directly to the Craft Council of NL at the time of application, you will receive an invoice for the selected extras. Please indicate below what extras you need, or if you do not need any tables or chairs.

EXHIBITORS MUST PROVIDE LIGHTING, THEIR OWN SIGNAGE AND POS SYSTEM.

NOTE THAT THIS YEAR'S FAIR WILL HAVE NO OVERHEAD LIGHTS, ONLY ACCENT LIGHTING.

I would like a bar along the front of my booth

Extra Chairs (\$3,50/ea)

Extra Tables (\$18/ea)

Extra Outlets (\$36/ea)

I do not need tables

I do not need chairs

PAYMENT METHOD

- Credit Card**
- EMT * (please contact offices for details)**
- Visa or Mastercard Debit**

Note that payment should be done through our website unless agreed otherwise

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PRIVACY

The Craft Council of Newfoundland & Labrador respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting your privacy. By completing this form, you consent to the use of the information collected to administer and promote the fair.

OFFICE USE ONLY

PAYMENT DATE	AUTHORIZATION CODE	AMOUNT	EXHIBITOR NAME	COMPANY/BUSINESS	OFFICE SIGNATURE

CRAFT COUNCIL

NEWFOUNDLAND & LABRADOR

49TH ANNUAL CHRISTMAS CRAFT FAIR APPLICATION
NOVEMBER 9-12, 2023 | JACK BYRNE ARENA, TORBAY

EXHIBITOR AGREEMENT: Please read the following very carefully. Your application submission indicates that you have read and agree to the terms of this agreement.

1. Definitions: (a) "Exhibitor" means the holder of a booth at the Craft Council Christmas Craft Fair and includes the holder's employees, servants and agents; (b) "Craft Council" means the Craft Council of Newfoundland and Labrador, Inc.; (c) "Craft Fair" means the Craft Council Christmas Craft Fair; (d) "Craft Fair Premises" means the Jack Byrne Arena.
2. All goods will conform to the Craft Council Standards of Quality, and will have been reviewed and deemed acceptable by the Craft Council's Standards Committee.
3. Exhibitors' booths will be ready for preview by the Craft Council Standards and Craft Fair Committees by 12pm on November 9th.
4. Exhibitors must open on time and remain open and staffed for the duration of the Fair.
5. For Health and Safety reasons, Exhibitors must strictly adhere to their Booth boundaries. Any product or display units outside the booth boundaries will not be allowed. A fine of \$150.00 will be levied to those who extend beyond their boundaries.
6. The consumption of alcoholic beverages is prohibited on the Craft Fair floor.
7. Undercutting your retail prices for the Fair, or clearance pricing is not allowed. If it is noticed that the pricing at the booth is significantly lower than the regular retail price by the vendor a \$150.00 fine will be applied and the vendor will not be allowed on the following year's event. (*Please refer to item 21 for Breach of Agreement*)
8. No raffle booths of any sort permitted without explicit written permission of the Craft Council and appropriate licenses.
9. Exhibitors cannot assign, share, split and/or sell any space granted without written permission of the Craft Council. Abandoned booths (no show, sold out) are in breach of contract and can be resold/reused by the Craft Council.
10. Exhibitors acting as agents for other craftspeople must attach a list of those people, including personal, corporate and/or trade names to this agreement. Inclusion of these names will constitute confirmation that the agent has their permission to act on their behalf, and renders this agreement binding upon them.
11. All goods must conform to any and all applicable federal, provincial or municipal legislation, regulations and bylaws. This is the Exhibitor's responsibility.
12. All applicable taxes must be added to selling prices and remitted to Canada Revenue Agency as appropriate. The Craft Council shall not be held responsible for ensuring that the Exhibitor is collecting their due taxes.
13. The Exhibitor shall not engage in conduct which results in damage to the Craft Council Christmas Craft Fair premises or other Exhibitor's property and shall not interfere with the operations of Craft Council Christmas Craft Fair or any other Exhibitor's booth. If a situation presents itself that an Exhibitor experiences inappropriate or aggressive behaviour from a customer or another Exhibitor we ask that you notify the Craft Council staff immediately so proper actions can be taken.
14. Exhibitor participation in Craft Fairs is subject to maintaining status at the date of acceptance & the dates of participation in the Craft Fair as: (a) a member of the Craft Council in good standing with all fees paid up to date; (b) not being in arrears or default in the payment of any fees or debt to the Craft Council, including without limitation, Loan Board, rentals and shipping fees at the Craft Council. The Exhibitor agrees that the deposit may be applied to

the Craft Council against any such debt, whether or not the Exhibitor is permitted to participate in the Craft Fair.

15. All booth fees must be paid on or before October 1, 2023, or the booth reservation will be released and resold.
16. All booth cancellation requests must be submitted in writing by October 12th, 2023. Exhibitors may cancel their booth, however the booth processing fees (15%) are non-refundable. Requests for refunds after this date are offered under extraordinary circumstances pending board approval. Exhibitors fees (minus processing fees of 15%) will be credited to next year's show. If the Exhibitor is a no-show during the fair dates for any reasons whatsoever, the booth fee will not be refunded.
17. The Exhibitor will reimburse the Craft Council for any damages incurred at the Jack Byrne Arena and/or Craft Fair Premises by the Exhibitor or by any employees or agents thereof.
18. The Exhibitor agrees to indemnify and save harmless the Craft Council, the Jack Byrne Arena from any and all liabilities, damages, costs, claims, suits, or actions arising out of the Exhibitor's participation in the Craft Fair including without limitation (a) any breach, violation, or non-performance of any term or condition of this Agreement, set forth and contained on the part of the Exhibitor, to be fulfilled, kept, observed and performed; (b) any damage to property while said property is in or about the Craft Fair Premises; (c) any injury to any licensee, invitee, agent or employee of the Exhibitor, including death resulting at any time therefrom, occurring in or about the Craft Fair Premises or (d) any interference with the operations of the Craft Fair or any other Exhibitor and this indemnity shall survive the closing of the Craft Fair. It is recommended that the Exhibitor carry suitable insurance and all expenses of insurance shall be borne by the Exhibitor.
19. The Craft Council, the Jack Byrne Arena shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrections, riot, civil commotion, strike or by any cause whatever beyond the control of the Craft Council, the Jack Byrne Arena whether similar to or dissimilar from the causes enumerated herein. In any event, liability to the Exhibitor for failure to carry out the terms of this agreement shall be limited to the return of the rental fee in whole or in part at the discretion of the Craft Council.
20. The Craft Council shall be responsible for the general security of the craft fair premises for the duration of the craft fair, but shall not be responsible for individual booths whether the Exhibitor's booth is staffed and open to the public or not, and shall not in any event be responsible for care and control of the Exhibitor's equipment and property or the equipment and property of third parties used by the Exhibitor, all of which shall be the sole responsibility of the Exhibitor throughout the Craft Fair.
21. In the event that the Exhibitor breaches this Agreement: (a) the Craft Council shall have the right to unilaterally terminate the Agreement forthwith without notice and resell/reuse the booth; (b) such breach may result in a one-year suspension from Craft Fairs at the absolute discretion of the Craft Council; (c) the Exhibitor shall not be entitled to the return of any monies paid on account of the rental of the booth, which monies shall be retained as liquidated damages and not as penalty, nor shall they have any recourse, claim or right of action against the Craft Council for any damages or losses, either foreseen or unforeseen arising at any time from such breach.
22. The Christmas Craft Fair is a Family-friendly event, and as such, any promotional materials or signage may not contain profanity or explicit content. You are able to carry and sell this product in your booth, however you must have an 'explicit content' sign on display. All vendors **must** comply with this regulation.

IMPORTANT NOTES:

- Applications from juried members received after the October 1st, deadline may be accepted provided there is space available and it is not guaranteed whatsoever.
- Due to print deadlines, any changes done by the Exhibitor after the cancelation deadline of October 12th may not be included or accurate in the Craft Fair floorplan and promotional material.
- Applicants may choose size of booth; fair staff will assign location considering space requested, medium, or special needs (i.e. scent-free)
- Booth locations will be assigned and floorplan finalized and posted following the October 12th deadline and no later than two weeks before the fair takes place.
- There will be **NO overhead lighting** provided at the Craft Fair. **All booth lighting is the responsibility of the booth holder.**
- **The Craft Council is NOT responsible for the Wi-Fi in the Arena. It is provided free of charge, but if the wifi is sporadic, the member is responsible for providing an alternative method of accepting payment. This may include: cash, personal Wi-Fi hot spots, EMT, etc.**
- There will be a Best New Product Award and Best Booth Display Award presented during the Fair.
- There will be a Customer Choice Award presented on the last day of the Fair, ballots will be in your booth holders package to be given to customers.
- Booth set-up will be on Wednesday, November 8th. Exact times will be in Craft Fair information to come.

On behalf of the Craft Council of Newfoundland and Labrador,



EXECUTIVE DIRECTOR
CRAFT COUNCIL OF NEWFOUNDLAND AND LABRADOR