

**All Sooke Arts & Crafts**

**Christmas Craft Fair 2017**

FRIDAY NOVEMBER 17, 2017, 1:00 p.m. - 8:00 p.m.

SATURDAY NOVEMBER 18, 2017, 10:00 a.m. - 5:00 p.m.

SUNDAY NOVEMBER 19, 2017, 10:00 a.m. - 5:00 p.m.

**Website:** [**www.allsookeartsandcrafts.com**](http://www.allsookeartsandcrafts.com/)

**1. 2017 SPACE ASSIGNMENTS:**

ASAAC memberships (family/individual/honorary) in good standing\* can apply for up to two spaces per membership. *\* As per the ASAAC Bylaws & Constitution, “Members in good standing will receive status at the shows. To remain in good standing a member shall have paid current membership dues, performed volunteer service for the club, and attended no less than five meetings in a calendar year.”*

* Show applications will be available at the April meeting and should be submitted and paid in full by the deadline of July 1, 2017. The floor plan will be arranged soon after this date. Applications submitted after this date will be assigned space depending on availability.
* Spaces will be assigned to memberships following this order of criteria:

1. Members in good standing
2. Members which specific space requirements
3. Members with space preferences
4. Members with late applications

**2. NON-MEMBER APPLICATIONS**

Five spaces are assigned to non-members at the discretion of the Show Committee. Non-member rate is $200 for the 3-day event. The only non-members considered will be those with products that do not duplicate that of an ASAAC member, and that will enhance the overall quality of the show.

**3. FEE STRUCTURE & PAYMENT:**

8’Table with 6’ Wall Space = $110 or 2- 6’ space at bar counter, no table $80

8’Table on main floor (table-top display only) = $80

Corner set up, on main floor (table-top display only) (one 8’ table and one 6’ table) $ 140

\* ***Payment by Cheque Only Please***

\* Make cheque payable to All Sooke Arts & Crafts Association payable for current date.

**4. WITHDRAWAL OR CANCELLATION**

Withdrawal or cancellation prior to October 1, 2017 will be fully refunded, minus a $10 administration fee. After October 1, 2017, withdrawal will result in forfeiture of the entire amount paid to All Sooke Arts & Crafts Association.

**5. FLOOR PLAN**

The floor plan is determined by the Show Committee with consideration of fire regulations and other criteria. Each space is provided with one table and one chair. Extra chairs are available.

* Bring your own table covers.
* No electricity is available. Bring your own battery operate lights or rechargeable power supply if requiring power.
* If planning to use grid wall or other backdrops, you need to be placed against a wall. Please provide details on application form otherwise your backdrops may not be allowed.

**6. VENDOR SET-UP: FRIDAY NOV. 17, 8:00 A.M.**

Exhibits shall be set up during the set-up period Friday morning on Nov. 17, 8:00 a.m. - 12:00 p.m. All displays must be fully installed and ready for opening at 12:30 p.m.

Elevator access to the hall will be available at 8:00 a.m. Please Note that the elevator is NOT to be used to bring in your products or take out your products. This is to the used for Person’s with disability’s only.

Carry-in assistance will be available at 9:00 a.m.

*We request that move-in and out be done through the main entrance to the Community Hall. The side stairs have proven to be unsafe and should NOT be used for move-in or move-out.*

**8. SHOW HOURS**

Vendors shall staff their displays at all times while the show is open to the public. Children under 12 should be accompanied by an adult. Please limit the time for young children to be at your space. If bringing your children, please make sure they stay with you in your booth and do not disrupt other vendors.

**9. INSTRUCTIONS**

Exhibitors must closely observe the instructions provided by the Show Committee. Show Committee reserves the right to use their discretion in the adherence to these rules. Decisions of the Show Committee are final. Any vendor not in compliance with Show Committee requests may be removed from the event and/or the ASAAC club.

**10. DAMAGE TO FACILITIES**

The registered exhibitor will reimburse the Sooke Community Association for any damage done to its property by the registered exhibitor or by any person working the display of the registered exhibitor.

**11. INSURANCE**

All Sooke Arts & Crafts Club will provide commercial liability insurance to protect the ASAAC club members only. It is a requirement that each individual exhibitor carry suitable commercial liability insurance to protect themselves from liability claims and their products.

**12. SECURITY & LIABILITY**

The All Sooke Arts & Crafts club may provide overnight security of the craft fair premises as a courtesy to the exhibitors, however the club assumes no responsibility for loss or damage that could occur at any time. Please protect your valuables at all times.

**13. TEAR-DOWN: SUNDAY NOVEMBER 19, 2017 AT 5:00 P.M.**

No display are to be removed or dismantled prior to this time. Vendors who sell-out or have emergency situations must contact the Show Convener’s to make arrangements for tear-down.

**14. SUPPLEMENTARY APPLICATION FOR FOOD VENDORS**

Vendors offering food products for sale must complete the Supplementary Application Form.

* All food vendors must meet the Vancouver Island Health Authority and Provincial Health regulations for all food products, packaging and labeling. No exceptions will be made.
* It is the responsibility of the vendor to understand these regulations.
* All food vendors must provide their Food Safe certificate.
* All food vendors must provide copies of their pH testing for any preserves or canned products
* No vendor will be permitted to sell food items that do not conform to VIHA regulations.
* Food items must be labelled with their ingredients in accordance with the Canadian Food Inspection Agency labeling requirements for pre-packaged food.
* If providing food samples eaten with the fingers, vendors must also provide disposable wipes.

**15. EXHIBIT RULES** - The following procedures must be followed by all exhibitors. Show Conveners have the right to remove items, exhibits, or vendors not in compliance. Decisions of the Show Conveners are final.

• Only those items listed on the application will be permitted for sale.

• If new items are created after the applications are submitted, the application should be amended and the Show committee must be informed. The Show Committee will advise the member if their additional items can be included.

• All goods must be locally handcrafted by the vendor; no commercial kits or imports are permitted.

• Individual & Honorary Memberships may exhibit their own work only.

• Family memberships may exhibit their work predominantly, and may add work created by members of their immediate family household. Family memberships must clearly list all items for sale on their applications. Only those items listed on the show application will be permitted for exhibit.

• Vendors may share a space but each vendor must submit a separate application.

• Vendors are required to keep their exhibit within their allotted space and within the guidelines of safety and good taste. Aisles must be kept clear and in accordance with fire regulations.

• Displays on the main floor are table-top displays only and may not be higher than 3 feet above the table.

• Signage must be minimal and should not intrude upon with neighbors’ space.

• Displays including grid wall and other free-standing backdrops must be situated against a wall. No grid wall or backdrops will be permitted on the main floor without approval by Show Committee prior to set-up.

• Displays on the main floor must keep the common area clear and not encroach upon the space of others.

• Nails or staples are not permitted on walls, posts, or tables in the Sooke Community Hall.

• Vendors should carry out their business in a way that does not disturb others, or detract from other exhibits.

• Vendors are required to display respectful conduct to everyone at all times during the show.

• No pets are permitted except for certified service dogs.

• No lit candles or open flames are permitted.

• Vendors should not offer discounts or sale prices, or change their prices during the event.

• Door prize draws are for attendees only; vendors should not enter the draws.

**•** All vendors must comply with the Municipal and Provincial food, health, safety and gaming laws. The ASAAC Show Conveners reserves the right to prohibit or restrict any exhibit, activity, or conduct within the exhibit area.

• Any and all raffle, contests or draws must be pre-approved by the Show Committee prior to the event. We will consider requests that benefit local charities only.

**•** All vendors should park in the designated parking area away from the Sooke Community Hall. Parking in the lots of any neighboring businesses is not allowed.

Any questions? Please bring them to our next meeting or ask a member of the Show Committee.

**SHOW COMMITTEE**: Dawn Hamer asaacexec@gmail.com