All Sooke Arts & Crafts Association
Christmas Craft Fair 2026 Show rules for non-members Website:

www.allsookeartsandcrafts.com

MAILING ADDRESS: ASAACA, Box 133, Sooke BC V9Z 0E5

1. WITHDRAWAL OR CANCELLATION

Withdrawal or cancellation prior to October 1st 2026 will be fully refunded, minus a $10 administration fee. After October 1st, 2026, withdrawal will result in forfeiture of the entire amount paid to *All Sooke Arts & Crafts Association.*

2. 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 operated lights or rechargeable power supply if requiring power.
- If planning to use grid walls or other backdrops, you MUST be placed against a wall. Please provide details on application form or your backdrops may not be allowed.

3. VENDOR SET-UP: FRIDAY NOVEMBER 13, 8:00 – 11:30 a.m.

Exhibits shall be set up during the set-up period Friday morning on Nov. 13: 8:00 a.m. – 11:30 a.m. All displays must be fully installed and ready for opening at 12:00 noon.

Elevator access to the hall will be available at 8:30 a.m. Please note that the elevator is NOT to be used to bring in your products or take out your products. **The elevator is for the use of Persons with Disabilities only.**

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

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

4. SHOW HOURS

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

5. INSTRUCTIONS

Exhibitors must closely observe the instructions provided by the Show Committee. The Show Committee reserves the right to use its 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.

6. DAMAGE TO FACILITIES

The registered exhibitor will reimburse *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.

7. INSURANCE

All Sooke Arts & Crafts Association provides commercial liability insurance to protect *ASAACA* members only. **Non-member exhibitors must carry suitable commercial liability insurance to protect themselves and their products from liability claims.**

8. SECURITY & LIABILITY

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

9. TEAR-DOWN: SUNDAY NOVEMBER 15, 2026 AT 4:00 P.M.

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

10. SUPPLEMENTARY APPLICATION FOR FOOD VENDORS

Vendors offering food products for sale must complete the ***Supplementary Application Form*** which is available on the website: http://www.allsookeartsandcrafts.com/information-for-food-vendors.html

- 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 current ***FOODSAFE*** 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.

11. EXTRA REQUIREMENTS FOR VENDORS SELLING SOAPS, LOTIONS, COSMETICS, ETC.

- To sell any product classed as a cosmetic, you must submit a ***Cosmetic Notification Form*** to the Government of Canada. Please complete the form at: http://healthycanadians.gc.ca/apps/radar/CPS-SPC-0007.08.html?_ga=2.73323091.1378110456.1502713928-1771545207.1495631696.
- For more information and help completing your form: https://www.canada.ca/en/healthcanada/services/consumer-productsafety/cosmetics/notification-cosmetics/guidancedocument-complete-cosmetic-notificationform.html.
- **You must submit your Case # and Submission # to the *ASAACA* Show Committee before you will be allowed to sell your products at our show.**

12. **EXHIBIT RULES** - The following procedures must be followed by all exhibitors. The Show Committee has the right to remove items, exhibits, or vendors not in compliance. Decisions of the Show Committee 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 the additional items may be included.
- All goods must be locally handcrafted by the vendor; no commercial kits or imports are permitted.
- 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 neighbours' space.
- Displays including grid wall and other free-standing backdrops must be situated against a wall. No grid walls or backdrops will be permitted on the main floor without approval by the 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 *ASAACA* Show Committee reserves the right to prohibit or restrict any exhibit, activity, or conduct within the exhibit area.
- Any and all raffles, 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 Sooke Community Hall. Parking in the lots of neighboring businesses is not allowed.

Any questions? Please ask a member of the Show Committee: **asaacexec@gmail.com**