

# Artfest Christmas Fair

## 2017 Vendor Application

**Event date:** Saturday, November 4<sup>th</sup>, 2017, 10 a.m. – 4 p.m.

**Event location:** Bellevue Community Hall, 7308 112 Avenue, Edmonton

### **RULES AND REGULATIONS**

#### **Products**

Artfest Christmas Fair aims to showcase original local artistry. Toward that end, products must be personally handcrafted; no wholesale or resale or commercial retail. Vendors must own the copyright of the product they are selling.

#### **Vendor selection**

Vendor selection will be based on availability of space at **Artfest**; product quality, uniqueness and presentation; product mix; locality of the vendor; previous participation in **Artfest**; and vendor conduct.

#### **Product approval**

List all products you intend to sell on the application form. To ensure a varied mix of booths, vendors may be limited to selling only certain products.

#### **Product display & booth set up**

Each booth can be supplied with one 8-foot table and two chairs. If you do not require a table and chairs, please indicate this on your application. Be prepared to bring your own table covering (large enough to reach the floor at the front of your table), plus any easels or props that you may require to display your products. There is an additional fee for power.

#### **Set up & closing times**

Set up time will be between 8 a.m. and 9:30 a.m. on Saturday. Please ensure that you are done setting up by 9:30 a.m. Spaces that are empty after 9:30 a.m. will be reassigned. Pack up time is 4 p.m. For the safety of our customers, do not pack up before 4 p.m. If you sell out before the end of the event, do not vacate your booth early. Place a "SOLD OUT" sign on at your booth. Booths must remain set up until 4 p.m.

#### **Fees**

Fees must be paid in advance. Please include a cheque with your application. Your cheque will be deposited if you are accepted as a vendor, or mailed back to you if you are not accepted. A \$25 penalty will be charged to all NSF cheques. There are no refunds for accepted applicants.

**Liability**

If your products are insured, we require a copy of your insurance. If you do not have insurance, please sign the waiver included in this application.

If you have liability insurance, please list Bellevue Community League and **Arffest** as additional insured. You will need the following information for your insurer:

Name: Bellevue Community League and **Arffest** Planning Committee

Location: 7308 112 Avenue, Edmonton, Alberta, T5B 0E3.

Event information: **Arffest** Christmas Fair, November 4<sup>th</sup>, 2017, 10 a.m. – 4 p.m.

**Parking**

Vendors can park by the east door to unload/load. Do not stop along 112 Avenue to unload. Once you have unloaded, please move your vehicle(s) to the northwest corner of the parking lot.

**Health & cleanliness**

The hall must be left in a clean condition. Please remove all garbage and all refuse in your space at the end of the day. Vendors must meet health and fire regulations. Please refer to the Alberta Health Services for any applicable health specifications.

NOTE: Rules and regulations are subject to change with out notice. Please keep this copy of the rules and regulations for your reference.

# Artfest Christmas Fair 2017 Application Form

Vendor name: \_\_\_\_\_

Vendor business name: \_\_\_\_\_  
(if applicable)

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Twitter: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

2017 Artfest Christmas Fair will take place on November 4<sup>th</sup>, 2017 at Bellevue Community Hall.

**Application deadline is July 1<sup>st</sup>, 2017.**

Number of stalls/tables required: \_\_\_\_\_ (8' tables, \$40/table)

Electricity required: \_\_\_\_\_ yes \_\_\_\_\_ no (\$5/table)

Do you require tables? \_\_\_\_\_ yes \_\_\_\_\_ no

Do you require chairs at your stall? \_\_\_\_\_ yes \_\_\_\_\_ no

Product description: (please provide a complete list of products)

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Do you personally make/create your products? \_\_\_\_ yes \_\_\_\_ no  
If no, please explain:

Will you be selling your products yourself? \_\_\_\_ yes \_\_\_\_ no  
If no, please list your representative:

Is your product available at a retail outlet or commercially produced? \_\_\_\_ yes \_\_\_\_ no  
If yes, please list where you are selling them:

Do you own the copyright to the products you intend to sell? \_\_\_\_ yes \_\_\_\_ no

Are you interested in volunteering for **Artfest**? \_\_\_\_ yes \_\_\_\_ no

Application checklist:

- Make cheques payable to **Bellevue Community League**, and staple it to your application. Please write "Artfest 2017" on your cheque.
- Return/mail pages 3 & 4 to **Majesty & Friends** at #102, 6421 112 Ave. Edmonton, AB. T5W 0N9.
- Please keep pages 1 & 2 of the application for your records. If you wish to keep a copy of pages 3 & 4, you are responsible for making additional copies for your records.
- Please provide a copy of your insurance or sign the waiver (page 5) and include it with your application.
- Include photos of your work or contact Susan Chin at 780.220.0659 to arrange a time and place to meet with **Artfest** committee members to view your work.

**I have read and understand the Rules and Regulations as outlined by Artfest. I agree to the terms of this agreement.**

Date Signed: \_\_\_\_\_

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

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

**Contact:** Susan Chin at ArtfestYEG@zoho.com or 780.220.0659

## Arffest 2017 Waiver

In consideration of being allowed to use Bellevue Community Hall facilities during **Arffest** Christmas Fair, we the undersigned thereby agree to the following:

To Waive any and all claims that we (names of all participating vendors)

\_\_\_\_\_

\_\_\_\_\_

of (business name, if applicable): \_\_\_\_\_

may have against the Bellevue Community League, Highlands & District Community League or **Arffest**, its directors, officers, employees, agents representatives and volunteers.

To release Bellevue Community, Highlands & District Community League and **Arffest** organizers from any and all liability for any loss, damage, injury or expense that occurs at the use of any of the facilities of **Arffest** by the above named Vendor, their family, their employees or volunteer participants.

To hold harmless and indemnify Bellevue Community, Highlands & District Community League and **Arffest** organizers from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at the facilities of the Bellevue Community, Highlands & District Community League and **Arffest** organizers for **Arffest** 2017.

We, the undersigned hereby acknowledge that we have read the foregoing and understand its content, import and meaning.

Participant Name(s):

Participant Signature(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Date signed: \_\_\_\_\_

Signed Waiver must be returned with application form.  
Proof of liability insurance can be sent in lieu of this waiver.