

## APPLICATION TO EXHIBIT + CONTRACT – ARTIST ONLY

Please complete, sign & forward with payment to:  
BC Artisan Marketing Society, PO Box 39048 Panorama PO, Surrey, BC V3S 9A7 OR  
Fax to: 778.564.3947 P:604.543.4593 Email: heather@bcartisanmarketingsociety.ca

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web: \_\_\_\_\_ Twitter: \_\_\_\_\_ Facebook: \_\_\_\_\_

**Given the agreement on this application and subject to the conditions expressed herein, the company/vendor listed on this document agrees to abide by the terms and conditions outlined on Pages 1 & 2 of this Application to Exhibit and Contract.**

Authorized Agent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Products sold/exhibited: \_\_\_\_\_

**IMPORTANT NOTE FOR CHOOSING YOUR CORRECT BOOTH SIZE:** When selecting your booth size, please be sure that you choose a booth that is large enough for all your product displays and activities. Vendors may NOT use the storage spaces behind their booths for any other purpose than storage of excess/backup products and packing crates/boxes. Prohibited use includes: preparation of goods for sale, packaging of goods, office, change room, and any other activity that is beyond the scope of simple storage of goods. Where more than one booth backs unto a common storage area, each of those vendors may only store goods in an area that is proportionate to the size of their rented booth space, and must respect ease of access for all those sharing the storage area. Our standard booths have an 8ft tall pipe and drape back wall plus two 3 ft tall pipe and drape side walls. **If you are planning on creating displays that are taller than 3 ft along either side wall, then you MUST obtain written permission from show management NOW, as it may affect the location of your booth. I plan to have displays higher than 3 ft on one or both of my booth sidewalls: YES NO**

### EXHIBIT SPACE FEES:

The following booths are pipe and drape ONLY – no carpet, table or chair included. **Floor covering within your booth is mandatory.** If you do not have your own floor covering, you may wish to request a Deluxe booth in the section below.

#### 10 X 5 BOOTH

Pipe and drape booth	\$475
Pipe and drape booth + corner	\$530
Pipe and drape booth + perimeter locations with storage	\$525
Pipe and drape booth + 10x2.5 storage area behind booth for exclusive use	\$525
Pipe and drape booth + perimeter location with storage + end of section	\$580
Pipe and drape booth + corner location + 10x2.5 storage area behind booth for exclusive use	\$580
Deluxe Booth (includes carpet, skirted table and chair) available for an additional	\$120

#### 10 X 10 BOOTH

Pipe and drape booth	\$675
Pipe and drape booth + corner	\$785
Pipe and drape booth + center aisle corner	\$825*
Pipe and drape booth + 10x2.5 storage area behind booth for exclusive use	\$725
Pipe and drape booth + perimeter location with some storage	\$725
Pipe and drape booth + perimeter location with some storage + corner	\$825
Deluxe Booth (includes carpet, skirted table and chair) available for an additional	\$135

\*Some locations subject to perimeter storage fee

#### 15 X 10 BOOTH

Pipe and drape booth	\$995
Pipe and drape booth + corner	\$1,105
Pipe and drape booth + 15x2.5 storage area directly behind booth for exclusive use	\$1,070*
Pipe and drape booth + perimeter location with storage	\$1,070
Pipe and drape booth + perimeter location with storage + corner	\$1,180
Deluxe Booth (includes carpet, 2 x 6" skirted tables and chair) available for an additional	\$165

#### 20 X 10 BOOTH

Pipe and drape booth	\$1,325
Pipe and drape booth + corner	\$1,435
Pipe and drape booth + perimeter location with storage	\$1,425
Pipe and drape booth + 20 x 2.5 storage area directly behind booth for exclusive use	\$1,425
Pipe and drape booth + 20 x 2.5 storage area directly behind booth for exclusive use + corner	\$1,535*
Deluxe Booth (includes carpet, 2 x 8' skirted tables and 4 chairs) available for an additional	\$220

Once your booth size and location have been confirmed, you will receive an invoice via email which will detail the Total Payable along with the payment schedule. The invoice will have details to facilitate the following payment options: e-transfer, cheque or credit card. Once booth location is confirmed and we have sent you an invoice, **booth(s) will be held for no more than 5 business days, pending receipt of your deposit.** Once payment is received, we will send you an executed copy of your Application to Exhibit and Contract.

**Payment Schedule is as follows:** 25% Deposit upon booking, second payment of 25 % June 3rd, Balance Due September 13th. Booking received after June 3rd, must be accompanied by a 50% deposit. Bookings received after September 13th must be accompanied by total payable.

#### FOR OFFICE USE ONLY

Accepted by Show Management: \_\_\_\_\_ Date: \_\_\_\_\_

Booth Number(s) Assigned: \_\_\_\_\_ Deposit Received: \$ \_\_\_\_\_

## BC Artisan

MARKETING SOCIETY  
PO Box 39048, Panorama PO, Surrey, BC V3S 9A7  
Tel: 604.543.4593 Fax: 778.564.3947  
Email: heather@bcartisanmarketingsociety.ca

# West Coast Christmas Show

## Terms & Conditions

- The company or individual named on the contract shall be referred to as the Exhibitor. BC Artisan Marketing Society and Executive Event Production Inc., producers of the West Coast Christmas Show & Artisan Marketplace shall be referred to as Show Management. TRADEX shall be referred to as the Facility.

The exhibitor assumes all responsibility for its property, including any and all loss, theft, or damage to Exhibitor's displays, equipment and other property while on the premises of the Facility and hereby waives any demand or claim it may have against the Facility, Show Management, all service contractors, including its staff members and officers. All property will remain under the custody and control of the Exhibitor whether in transit to and from the Facility, or within the Facility or within the confines of its booth space. In addition the Exhibitor agrees to defend, if requested, indemnify and hold harmless Show Management, the Facility, all service contractors and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, claims, damages, suits, costs and expenses, including without limitation legal fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

Exhibitors will carry Worker's Compensation Insurance in compliance with provincial laws covering all of the Exhibitor's employees, contractors or agents engaged in the performance of any work for the Exhibitor.

### 1. Allocation of Space + Deadlines

Applications will be processed on a first-come, first served basis. Whenever possible, space assignments will be made in keeping with exhibitor preferences. Show Management reserves the right to make final determination of space assignments. Failure to meet payment deadlines will forfeit first option on preferred space request. Relocation of exhibit space will be in the overall best interest of the show and is at the sole discretion of Show Management.

### 2. Subletting of Space

Exhibiting companies may only assign, sublet or share their exhibit space with another business or firm after receiving approval from Show Management. There will be an additional booth-sharing fee of \$150 (one hundred fifty dollars) charged over and above the exhibit space fees. Included in this fee will be 4 additional exhibitor access passes and separate listing of the second company.

### 3. Insurance + Liability

Each Exhibitor shall carry liability coverage including premises, operations, contractual, personal injury and property damage liability. The Exhibitor is liable for any damage caused to the building or to standard booth equipment, or to other Exhibitors property.

### 4. Exhibit Space Rental Payment + Cancellation Policy

This Application to Exhibit +Contract must be completed and returned with a 25% deposit. A further 25% is due June 3rd, 2019 and final balance owing is due September 13th, 2019. **Failure to meet these payments waives the Exhibitors right to the contracted space and Show Management will not guarantee the availability of the location specified within the contract.** Applications not accompanied by a 25 % deposit will not be processed. Applications submitted after September 13th, 2019 must be accompanied by full payment. Exhibit space fees include draped back and sidewall of booth space. Cancellation of Exhibit Space must be received in writing by May 1, 2019 at which time all but 10% of the booth fee paid will be refunded. No cancellation of exhibit space will be accepted after May 1, 2019, & exhibitor is liable for the full cost of booth rented.

### 5. Size & Structure + Appearance of Exhibit Space

Exhibit space will be allocated in units as shown on the floor plan. Standard booths are 10 x 10 and are on cement floors. (Smaller and larger booth spaces are also available) Construction of Exhibits shall comply with the exhibit booth regulations found in the Exhibitor Manual. Full, 8ft high, side booth walls may only extend to within 5 ft of aisle, except by written permission from show management. Exhibit height limit is 8 feet; the height of the back wall of the exhibit booth. Exhibitors may not build higher than 8 ft or erect signs that are above the 8ft height limit, unless approved in writing by show management. No Exhibitor shall permit the exposure of any unfinished surface to neighbouring booths or visitors. **Floor covering is mandatory** and available for rent through Global Show Services and is the responsibility of the Exhibitor. **Exhibits without covered floors will not be permitted to operate at the 2019 show.** Exhibit space fees include draped back and sidewall. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. The exterior of any display structure facing a side aisle, or adjacent to exhibitors booth must be suitably decorated at the exhibitors expense. The Exhibitor must keep the Exhibit space in a clean and orderly state throughout the duration of the show. No cleaning services are included in the Exhibit space fee. Storage of packing crates and materials is not permitted within the Exhibit space during the show. Common storage areas will be provided for properly marked materials. It is the Exhibitor's responsibility to properly identify and mark its crates and then place in the common storage areas. Exhibitors who have purchased storage areas directly behind their exhibit, may utilize this space for their exclusive storage, provided that they do not block access to power and plumbing hookups or infringe on Fire exits. Show management has the final approval on storage and may at its sole discretion designate certain areas behind the exhibit curtains as no storage areas in order to facilitate alternate use for that un-rented space. Exhibitors may NOT use these storage areas for any other purpose such as preparation area, packaging area, office, change room, etc. and where the storage area is used by multiple booths, each booth must only use their proportionate share of the available storage space.

### 6. Conduct + Operation of Exhibit

No exhibitor shall call or invite a visitor out of an exhibit that is not their own. Exhibitors must remain within their own exhibit space in demonstrating products, distributing literature, product samples or other materials. Other areas including the show floor, aisles and the Facility, both inside and on the exterior property, may not be used for these purposes. Exhibit personnel, including demonstrators, models, mascots and corporate characters are required to confine their activities within the exhibit space. Exhibit personnel, including demonstrators or models must be properly and modestly attired. Show Management retains the right to remove any Exhibitor personnel found to be conducting themselves in a manner deemed inappropriate. The distribution of advertising or promotional material, which is deemed inappropriate for the show, is not permitted. Show Management will terminate any Exhibitor selling a product or service, which is deemed deceptive or objectionable. The Exhibiting Company must have an Exhibit representative present at all times within the booth during show hours. The Exhibit space must remain operational at all times during show hours. Exhibitors shall not distribute materials, extend invitations, hold hospitality events, call meetings, or otherwise encourage absence of visitors from the show floor during the operating hours of the show.

Exhibit personnel will not be permitted to enter Tradex earlier than one hour before the scheduled opening time on show days and likewise **will not be permitted to remain within Tradex more than 15 minutes after closing each day** with the exception of Sunday, November 17, 2019.

It may be necessary for neighbouring Exhibits or Show Management to access utility connections in an Exhibitor's booth. The Exhibitor agrees to permit such access, which may include the placement of piping, ramping, conduit, cable, etc. Each Exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to fire prevention, public safety, and health, including the health regulations, while participating in the West Coast Christmas Show & Artisan Marketplace. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the Exhibitor.

### 7. Sound, Noise, Music, Lighting + Odors

Videos related to an exhibitor's product will be permitted, provided the projection equipment and screen are located in the back third of the booth. Sound will be permitted only if the sound is not audible in the aisle or neighbouring booths. Sound systems, including microphones, will be permitted if not turned louder than conversational level AND if not objectionable to neighbouring exhibitors. Show management provides background Christmas music throughout the facility, therefore exhibitors may NOT play their own music in their booths. No loud or obtrusive activities will be permitted during show hours. This includes the operations of any item, which may cause vibration, smoke, and excessive noise or produces objectionable odors. Show Management reserves the right to limit or terminate the use of distracting light effects, including glaring, flashing and strobe lights.

### 8. Exhibitor Access Passes

Exhibitor access passes will only be provided to persons named on the Exhibitor Access Pass Form. These passes are restricted to a maximum of 4 per 10' x 10' booth. Exhibitor passes are for the sole use of persons staffing the Exhibitor's booth and will be required for entry via the Exhibitor's entrance. The clear view of the Exhibitor pass must not be obstructed. An Exhibitor Pass is issued, it may be worn ONLY by the person whose name is on the badge. An exhibitor may not give or loan his/her badge to another person.

### 9. Sampling + Sale of Products

Free samples are permitted for distribution to visitors. The selling of goods is permitted from within the exhibit space. All food vendors including exhibitors who are sampling food must apply for Temporary Health Permits through the Fraser Health Region Offices. Forms can be found on the TRADEX website. Sale of on-site consumable foods come under the Tradex food and beverage regulations and subject to a fee by Tradex.

### 10. Official Show Listings

Show Management assumes no responsibility for any errors or omissions within the Show Listings

### 11. Installing + Removing of Exhibit

Exhibitors must adhere to the set up time as outlined in the Exhibitor Manual, unless prior arrangement has been made in writing with Show Management. All installations must be complete prior to show opening. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show hours without written consent from Show Management. No deliveries may be made during show hours. No exhibit shall be dismantled in any way prior to show closing. The deadline for removal of Exhibits is 10 PM on Sunday, November 17, 2019. In any event, all exhibitor displays or materials left on the show floor after 10 PM Sunday, November 19, 2019 will be packed and shipped at the discretion of Tradex, and all charges applied to the Exhibitor, and without liability for loss, damage or theft.

### 12. Failure to hold the Event

If the show is interrupted or prevented from being held including but not limited to acts of God, strikes, lockouts or other labour or individual disturbances, riots, failure to secure materials or labour, fire, lightning, epidemic, tempest, flood, explosion, or any other causes, then Show Management shall in no way whatsoever be liable to the Exhibitor, other than to return such portion of any amounts paid, after deduction of such amounts as may be necessary, to cover all expenses incurred by Show Management in connection with the Show and / or promotion and publicity. If Show Management determines that the location of the Show should be changed or the dates of the Show postponed, no refund will be made but the Show Management shall assign to the Exhibitor, in lieu of the original space, such other spaces as the Show Management deems appropriate and the Exhibitor agrees to use such space under the same terms and conditions.

### 13. Show Management's right to make changes

Show Management reserves the right to make changes, amendments and additions to these rules and regulations at any time and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors be advised of any such changes. Any matters not covered herein are subject to decision by Show Management.

### 14. Applicable Law

When signed by the parties, this application for space constitutes a binding contract enforceable under the laws of the Province of British Columbia. Should a court of competent jurisdiction herein find any provision invalid, such invalidation shall not affect the terms of this contract.



**This form may take a few minutes to complete. Completing it correctly the first time, will save everyone a lot of time and effort, as incomplete information can not be forwarded to the jury committee.**

## Artist / Crafter Application Process:

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Please provide **details** outlining how you make your product, including the source(s) of your materials and **each step in the process from start to completion**. If anyone other than yourself is involved, please note who is responsible for each part of the process and outline the techniques used in each step. If jury members are unable to follow your process, they may reject your application, so please be sure to include all steps.

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Provide a **detailed list of items** you wish to sell along with **their corresponding prices** (as an example, if you sell a range of confections, include each type of confection and the price range for each one)

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- A minimum of 5 photos which are reflective of your work
- Your biography and a description of your craft
- List of samples which you are sending.

**Notification Process:**

Once you have submitted your application, we will confirm receipt within 24 hours (weekdays only) by email. If for any reason you do not receive a confirmation email, please contact us again.

Your application will be put forward to the jury committee who will make the final decision. Your status will be made known to you within two weeks of confirmation of receipt of your application.

**Please note the jury committee will be looking for:**

- Quality & authenticity of craftsmanship
- Unique crafts
- Your overall branding/packaging including your online presence and social media activity.

Please list your addresses here:

URL: \_\_\_\_\_  
 Instagram.com/ \_\_\_\_\_  
 Facebook.com/ \_\_\_\_\_  
 Twitter.com/ \_\_\_\_\_

Preference will be given to artists whose work will not appear in another event within a 35 km radius of the facility, within 25 days before and 18 days after the show. Please indicate which other events you plan to participate in within the Greater Vancouver area.

Preference is given to artists whose work covers one main product category, rather than multiple product categories. (example: you are a soap maker, and then branch out to candle making)

There will be times when an application meets the criteria of the jury committee, but will not be accepted due to the product category being over represented. If requested, we will note your application for our waitlist and/or future years.

**Once accepted:**

We will work with you to find the most suitable booth location, taking into consideration your preferences. Once booth confirmed, we will invoice you and your deposit will be due within 5 days of invoicing

- Please submit 5 high resolution images of your work for marketing purposes.