

46<sup>TH</sup> ANNUAL CHILLIWACK  
*Christmas*  
CRAFT MARKET

An annual fundraiser for the Chilliwack Community Arts Council  
**2021 ARTISAN APPLICATION PACKAGE**

**2021 MARKET DATES:**

**Friday, November 19**

**Saturday, November 20**

**Sunday, November 21**

**MARKET LOCATION:**

Chilliwack Heritage Park  
44140 Luckakuck Way, Chilliwack, BC

**SET-UP DATES & TIMES:**

Thursday, November 18

**STRIKE:**

Sunday, November 21

**2021 IMPORTANT DEADLINES:**

Applications will be juried until market is full;  
after which, they will be juried for waitlist.

**First Jury Deadline:** April 30

**Notification of Acceptance:** May 15

**JURY INFORMATION:**

Our jury is comprised of experienced, diverse crafters who follow the acceptance criteria and category limits. Year-to-year we have different jurors and applicants, and this ensures our market remains as unique as the crafters who participate.

**HOW TO APPLY**

1. Read this entire application package thoroughly. Complete pages #4, #5, #6, #7 and submit prior to one of the listed jury deadlines. Keep pages #1, #2, #3 for your records.
2. Submit at least 1 photo of past booth displays and 5 high-quality photos of each product range and/or provide physical samples. Please arrange an appointment time by emailing [ccm@chilliwackartscouncil.com](mailto:ccm@chilliwackartscouncil.com) prior to dropping off physical product samples.
3. Following adjudication, notice of acceptance status will be provided by email. If physical samples were submitted, a pick-up appointment time will be arranged.

**CONTACT**

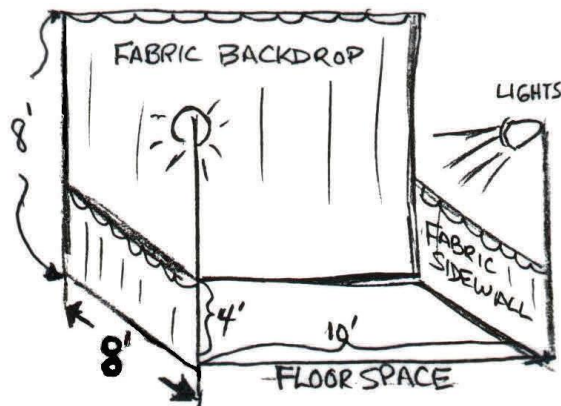
Correspondence will be made via email.

Please ensure that you add [ccm@chilliwackartscouncil.com](mailto:ccm@chilliwackartscouncil.com) to your email's safe list;  
(\*hotmail.com or .ca accounts may need to check the "junk" folder).

For any questions or concerns please contact the CCAC by email or by calling 604-769-2787.

## ACCEPTED CRITERIA

- ✓ Applicants must be the designers, creators and producers of their work. Eligible products include handcrafted, artisanal items that are created from an original recipe (food and drink), sewn, constructed, sculpted, combined or fashioned from component materials and/or have been altered in a significant way that makes them unique. Absolutely no kit crafts, imported crafts, or items crafted by someone other than the applicant will be accepted. No direct sales vendors.
- ✓ If sharing a booth, each applicant must submit an **Exhibit Form**, and will be juried as an individual (information for each artisan must be included on the **Application Form**).
- ✓ Application packages including: physical samples, photos, product packaging, and booth display examples, will be juried for quality, durability, originality, and professional presentation.
- ✓ Applicants are responsible for delivery and pick-up of sample products. Personal delivery and pick-up of submissions, or pre-paid postage or courier waybill for return of mailed applications is required. Please let Coordinators know if a designated proxy will pick-up the applicant's work. Physical samples will be accepted by appointment only.
- ✓ If you are **selling food products**, including those deemed "low risk", you must provide a copy of current FoodSafe certificates, license/approval from provincial health authorities, and temporary food premises documentation at least one month prior to the market.
- ✓ If you are **selling and sampling wine/beer/cider/spirits**, you must provide a copy of liquor board approval and Serving It Right certificates for all booth staff.



## BOOTH SPACES

**SIZE: Single** = 10' frontage (wide) x 8' deep; **Double** = 20' frontage (wide) x 8' deep (refer to **Application Form** for costs)

### WHAT IS PROVIDED:

- Black curtained back walls and side wings on aluminum runners; corner booths will have only one side wing
- General market lighting
- One 120 volt, 750 watt electrical outlet - outlets are for lighting use only unless approved by Coordinators/Staff
- Chairs
- Booth number ID sign (must be displayed and visible for the duration of the market)
- S-hooks for hanging light-weight signage (must be returned at end of market)

### ARTISANS ARE RESPONSIBLE FOR:

- Adequately lighting the booth and bringing own extension cords, and any fasteners required
- Floor length table covers/skirting for tables; please ensure the entire table is covered, including the sides
- Prominent business/artist signage
- Tables: Artisans may bring their own or rent for an additional fee (please see **Booth Form** for costs)
- All sales processing equipment and an adequate data plan for the sales device(s). WIFI access is offered for an additional fee of \$20/day through Heritage Park



## POLICIES & GUIDELINES

### Payment & Cancellation Policy:

1. Artisan will pay all invoices for booth fees upon acceptance.
2. After acceptance into the market, artisan agrees to the following **refund and cancellation policy**:
  - a. The reason for cancellation must be provided in writing, by email.
  - b. For cancellations received **prior to September 20<sup>th</sup>**, a \$50 admin fee will be deducted from the total refund amount owed to artisan.
  - c. **After September 20<sup>th</sup>**, a partial, 50% refund will be issued on total amount owed to artisan.
  - d. **After October 1<sup>st</sup>**, NO refunds, regardless of reason, will be issued. Refunds will NOT be offered to 'no shows'; no exceptions.
  - e. The Chilliwack Community Arts Council and Market Coordinators reserve the right to refuse entry/booth space to any artisan who has not paid his or her invoice in full, does not communicate in a timely manner, or has not provided required health or liquor certifications.

### Guidelines:

1. Artisan will only sell products listed in the original application; handcrafted by him or her and not a kit craft, imported and/or mass-produced product.
2. All artisans must be present for the entire, three-day duration of the market and be actively selling products and interacting with customers. Every artisan must have enough product to last for the entire market. Under no circumstance may an artisan pack-up their booth prior to the closing day of the market. Artisan will not begin packing up his or her booth before market closing; all guests are entitled to enjoy the same shopping experience.
3. WIFI access is offered through Heritage Park's system; not supplied by the Chilliwack Community Arts Council or Market Coordinators. Free WIFI is offered in 3 to 15 minute intervals (not suitable for sales use) or an upgraded option is offered for \$20/day per device. Artisans are encouraged to ensure they have an adequate data plan on their sales processing device if they wish to avoid purchasing upgraded WIFI.
4. At time of event strike, artisan must ensure his or her booth is tidy, and all garbage, recycling, and cardboard is put in the designated receptacles. Any metal s-hooks used must be returned to the Arts Council/Information Booth.
5. Artisan agrees to ensure all lighting, electrical devices, and extension cords are unplugged at the end of each day.
6. Artisan will be respectful to fellow artisans, market volunteers, coordinators, and Chilliwack Community Arts Council Directors or Staff.
7. Artisan agrees to help promote the market as much as possible, through all available channels including social media, email, website, poster distribution, and/or word of mouth.
8. Artisan will comply with all local zoning, bylaws, health and safety rules, and are solely responsible for obtaining all permits, licences, insurance, and approvals reasonably required to sell their products at the market. The Chilliwack Community Arts Council will not be responsible for any costs, damages, or economic loss resulting from failure to comply with these terms. If any government agency, court, person or commercial body orders sale of vendor product to cease, artisan will immediately comply with this order.
9. The Chilliwack Community Arts Council makes no guarantees about artisan sales or success at the market and is not responsible for any losses artisans may incur if the market is cancelled or shortened for reasons outside the reasonable control of the Chilliwack Community Arts Council.
10. Artisan will indemnify the Chilliwack Community Arts Council for any loss, fine, penalty, judgement, legal fees, and expenses reasonably connected to artisan's failure to comply with these terms or any liability, negligence, gross negligence, or injury resulting from artisan products, actions, conduct, booth setup, display or trade activities.
11. The Chilliwack Community Arts Council may amend or update these terms from time to time and artisan agrees to be bound by such future amendments or updates.

**Please indicate your review and understanding of these Policies and Guidelines by completing the checkbox found on page #7 →**



## APPLICATION FORM

Name (Artisan 1): \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website or Facebook Page: \_\_\_\_\_

Are you a  New Exhibitor  Previous Exhibitor. If so, most recent year: \_\_\_\_\_

Would you like to be added to the CCAC's email mailing list for notice of other artisan opportunities? (please circle)  
Yes    No

Type of samples to be provided:  Photos (digital or print)  Physical Product

### **ARTISAN 2 (Complete for shared booth application; single artists may disregard):**

Name (Artisan 2): \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website or Facebook Page: \_\_\_\_\_

Are you a  New Exhibitor  Previous Exhibitor. If so, most recent year: \_\_\_\_\_

Would you like to be added to the CCAC's email mailing list for notice of other artisan opportunities? (please circle)  
Yes    No

Type of samples to be provided:  Photos (digital or print)  Physical Product



## BOOTH FORM

### Special Requests: *(please circle all that apply)*

- **Corner?** Yes No
- **Wall/Space behind?** Yes No  
Wall spaces are very limited, if yes, please specify a reason: \_\_\_\_\_  
\_\_\_\_\_
- **Overnight power for refrigerator or freezer?** Yes No

**\*\*\*The Chilliwack Community Arts Council does its best to give everyone the best placement possible; however, the above requests are NOT GUARANTEED.\*\*\***

**Single Booth** (10' x 8') \$410  
.....\$ \_\_\_\_\_

**OR**

**Double Booth** (20' x 8') \$555  
.....\$ \_\_\_\_\_  
(Double booths are a request only and will only be provided if space is available or at the discretion of the selection committee)

**Tables** (8' x 2'6") \$15 each (pre-ordered) ..... X # of Tables \_\_\_\_\_ = \$ \_\_\_\_\_  
(Additional tables requested day-of at market will be \$25 each. **Tables are not supplied unless requested.**)

**Overnight RV Parking** \$25 per night ..... X # of Nights \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Full payment must be made upon acceptance, after receiving an emailed invoice from the Chilliwack Community Arts Council. Payment by Visa, MasterCard, or cheque is preferred. Post-dated cheques will not be accepted.**

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*Note: Accepted artisans will receive detailed instructions on booth requirements in their information package, closer to the market dates. If you have any questions or concerns, please contact ccm@chilliwackartscouncil.com.*



## EXHIBIT FORM – PAGE 1

If more space is needed please attach a separate form.

### DESCRIPTION, DRAWING, OR PHOTO OF PLANNED BOOTH DISPLAY:

This is necessary for allocation of booths. All booths must fit within the booth parameters.

Single booth = 10' wide x 8' deep; Double booth = 20' wide x 8' deep.

Photos of past displays may be attached to this form.

### PLEASE EXPLAIN YOUR CREATIVE PROCESS:

Explanation of how you create your products, step-by-step. If there are others involved in your process, please explain how they assist you.

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## EXHIBIT FORM – PAGE 2

If more space is needed please attach a separate form.

### SELECT YOUR PRIMARY CRAFT:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pottery/Ceramics/Raku         | <input type="checkbox"/> Visual Art/<br>Paintings/Photography/<br>Illustrations | <input type="checkbox"/> Leather Goods                     |
| <input type="checkbox"/> Jewellery/Accessories         | <input type="checkbox"/> Wood   | <input type="checkbox"/> Fabric - Sewn/Quilted             |
| <input type="checkbox"/> Bath/Beauty                   | <input type="checkbox"/> Glass  | <input type="checkbox"/> Fabric - Knitting/Weaving         |
| <input type="checkbox"/> Food                          | <input type="checkbox"/> Metal  | <input type="checkbox"/> Décor                             |
| <input type="checkbox"/> Craft Wine/Beer/Cider/Spirits | <input type="checkbox"/> Clothing/Wearable Goods                                | <input type="checkbox"/> Other – Please describe:<br>_____ |
| <input type="checkbox"/> Pet Products                  | <input type="checkbox"/> Candles  | _____  |
| <input type="checkbox"/> Baby/Child Products           |   |  |

### COMPLETE A LIST OF THE ITEMS TO BE SOLD IN YOUR BOOTH AND APPLICABLE PRICE RANGES:

Items not listed and approved by the jury cannot be sold at the market.

A minimum of five, high-quality product photos must be provided; at least one photo for each product type/range.

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### CERTIFICATIONS – PLEASE REVIEW AND CHECK TO VERIFY:

- I verify that I am the designer, creator, and producer of all products listed.
- I have read, understood, and agree to the Policies and Guidelines outlined on page #3.