

The 2011 SFSS Winter Artisan Fair runs Tuesday, November 29 to Friday, December 2, 2011

Please register by: October 25, 2011 | Cancellation deadline (with refund): November 8, 2011

NAME _____ BUSINESS NAME _____

PHONE _____ 2nd PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

MAILING ADDRESS _____
street address city province postal code

Returning Vendor?

New Vendor?

SFU Student?

GOODS TO BE SOLD (please list *everything* to be sold at the fair and attach photographs or provide website):

TABLE PREFERENCE

(see fair map for reference)

1st choice

2nd choice

3rd choice

4th choice

5th choice

6th choice

7th choice

	Fee inc Parking	Fee not inc Parking
FEE	\$120.00	\$120.00
Parking	\$ 22.32	\$ 0
HST	\$17.08	\$14.40
Foodbank	\$12.00	\$12.00
TOTAL	\$171.40	\$146.40

Fee includes cost of vending all 4 days of the fair, plus one 8 foot table, 2 chairs, and access to electricity.

Do you require a parking pass? yes no

How would you like to pay? cheque credit card cash
please attach write below visit our office

VISA / MC # _____
 Expiry date month / year Payment Amount \$ _____

I have read and understand the information provided in this package and agree to abide by the rules and policies set forth by the Simon Fraser Student Society as well as all federal, provincial, and local laws, codes, and regulations. If I break or ignore any of the outlined conditions, my participation in the Winter Artisan Fair will be jeopardised and may result in the immediate cancellation of my permit without a refund.

 VENDOR Signature

 Date of Signature

Juried?

Approved?

Date

Parking permit #

Paid?

Method

Date

Package mailed?

Date

COMMENTS: _____

The Fair

The Simon Fraser Student Society (SFSS) Winter Artisan Fair is an annual event which seeks to provide students, faculty, staff, residents of Burnaby Mountain and the surrounding community with a festive and unique shopping experience with access to a variety of locally made, handcrafted items. Year after year the campus community looks forward to the opportunity to make their seasonal purchases conveniently on campus during the busy final days leading up to exams.

The Application Process

Applications are available online at www.sfss.ca well in advance of the Fair. Interested artisans can download, complete, and submit the form to the SFSS General Office on or before the deadline stated on the form. After the deadline, the SFSS Coordinators will jury all applicants and select artisans based on the following criteria: 1) desirability of hand-made product, 2) uniqueness of product amongst other applicants, 3) seniority of vendor. All successful applicants will then be notified and payment deducted. The SFSS may also accept late applicants if the fair capacity has not been exceeded and their handcrafted items meet the selection criteria.

Merchandise

Only arts and crafts designed and constructed by the applicant will be considered. ALL items must be handmade, NOT commercially manufactured. Items are determined as craft if the starting materials are significantly altered or enhanced by the vendor and/or the handcrafted components functionally or aesthetically dominate the commercial components. The SFSS reserves the right to ask vendors to remove items which do not comply without refund.

In accordance with the SFSS Constitution (By-Law 22), the Simon Fraser Student Society prohibits the support or promotion of any activities that are deemed to discriminate against any person(s) on the grounds of gender, race, religion, citizenship, place of origin, marital status, age, creed, colour, sexual orientation, political and/or religious ties, and/or activity, appearance, or physical disability. Violation of this policy will be grounds for revoking vendor privileges.

Fair Location

The Winter Artisan Fair is held in the busy North Concourse of the Academic Quadrangle (AQ) at the Burnaby campus of Simon Fraser University. As the main lecture building on campus, this area receives an abundance of foot traffic as student, staff, and faculty make their way to their next appointment. Please see enclosed map for location.

Fair Hours

The Fair runs during peak hours from 9:00am to 5:00pm, Tuesday through Friday.

Artisan Vending Space

Vendor table plans will be arranged and artisans notified approximately one week in advance of the fair. Table locations are assigned by the General Office Coordinators with consideration of the flow of the fair and vendor preference.

The SFSS provides one 8x2.5 foot tables, 2 chairs, and electricity.

Vendor booths, tables, chairs or signs may not block any doorways, fire equipment, elevators, or alarms.

Security & Overnight Storage

Tables, chairs, signage, and display systems may be left on site as the sale area will have dedicated security patrolling through the evening. However, SFU, the SFSS, the Food Bank or SFU Traffic and Security will not be responsible for any theft, loss, or act of vandalism. Vendors are responsible for covering their displays and for removing and storing any articles they wish to be secured.

Parking

Parking is an optional fee. Weekly "Lot C" parking passes are available to vendors at a discounted fee, vendors can indicate that they would like one on the application form. See Fair map for location of "Lot C". Discounted day parking passes are also available for those vendors who only need parking for one or two days - they can be requested from the SFSS General Office.

Loading

The Strand Hall loading bay offers the most direct and leveled access to the Winter Artisan Fair; however, there are only a few temporary loading parking stalls, so please come early to do your initial set-up. Please see map for location.

Advertising

The SFSS will advertise and promote the Winter Artisan Fair both to the campus and local community through posters, online sources, local paper adverts, and campus banners. Flyers will also be distributed to all campus departments.

Fees

Payment can be made by cash, credit card or cheque made payable to the Simon Fraser Student Society. Full payment must accompany the application.

Food Bank

The food bank fee included in your registration fee contributes substantially to the successful operation of our campus Food Bank.