

Vendor #

Date

The 2016 SFSS Winter Artisan Fair runs from Tuesday, November 29 to Friday, December 2
 Please register by: October 31, 2016 | Cancellation deadline (with refund): November 14, 2016

NAME _____ BUSINESS NAME _____

PHONE _____ 2nd PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

MAILING ADDRESS _____
street address, city, prov, postal code

Returning Vendor New Vendor SFU Student (please send proof with application)

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

DAY SELECTION All 4 days or Tuesday Wednesday Thursday Friday

VENDOR RATES *Fee includes space rental, one 8 foot table, 2 chairs, wifi and access to electricity.*

PARKING *Parking is optional. Both the day pass and the week pass can be used for Parking Lot C*

| # of DAYS | VENDOR FEE* | GST | FOOD BANK | TOTAL | ✓ |
|-----------|-------------|--------|-----------|-----------------|--------------------------|
| 1 day | \$43 | \$2.15 | \$4.30 | \$49.45 | <input type="checkbox"/> |
| 2 days | \$80 | \$4.00 | \$8.00 | \$92.00 | <input type="checkbox"/> |
| 3 days | \$112 | \$5.60 | \$11.20 | \$128.80 | <input type="checkbox"/> |
| 4 days | \$140 | \$7.00 | \$14.00 | \$161.00 | <input type="checkbox"/> |

| # of PASSES | COST | GST | TOTAL | ✓ |
|--------------|---------|--------|----------------|--------------------------|
| 1 day pass | \$7.00 | \$0.35 | \$7.35 | <input type="checkbox"/> |
| 2 day passes | \$14.00 | \$0.70 | \$14.70 | <input type="checkbox"/> |
| 3 day passes | \$21.00 | \$1.05 | \$22.05 | <input type="checkbox"/> |
| 1 week pass | \$22.32 | \$1.12 | \$23.44 | <input type="checkbox"/> |

+

TOTAL COST = \$

*if you are a currently registered SFU student, please contact for discounted rate

PAYMENT cheque please attach credit card write in next box or call in to office cash visit our office

VISA / MC # _____ CVC#: _____

Expiry date / Payment Amount \$ _____
month year

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 Craft Fair will be jeopardised and may result in the immediate cancellation of my permit without a refund.

_____ _____

VENDOR Signature Date of Signature

| | | | |
|----------------------------------|--------------------------------|--|---------------------------------------|
| Juried? <input type="checkbox"/> | Paid? <input type="checkbox"/> | Date <input type="text"/> | Parking permit # <input type="text"/> |
| Table # <input type="text"/> | Days <input type="text"/> | Package mailed? <input type="checkbox"/> | Date <input type="text"/> |

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 in advance of the Fair. Interested artisans can submit the completed 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 processed. The SFSS may 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 map for location.

Fair Hours

The Fair runs during peak hours from 9:00am to 4:00pm, Tuesday through Friday. Vendors may stay past 4:00pm if they wish.

Artisan Vending Space

Vendor table plans will be arranged and artisans notified approximately two weeks 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, electricity, and access to SFU wireless internet.

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 the fair from close to open. However, SFU, the SFSS, and/or SFU 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. Vendors may choose to buy single or multiple Day Passes or a Week Pass. Day Passes gives the vendor access to any visitor parking lot, the most convenient being "C Lot". The Week Pass gives the vendor access to "C Lot". Please see map for locations.

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, social media, and campus banners. Emails and 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 contributes substantially to the successful operation of our SFSS Emergency Food Bank Certificate Program. Vendors may also provide additional support by donating items to the Food Bank benefit raffle, running daily at the Fair