



2019 Winter Craft Fair

TUESDAY, NOV 26th, 2019 TO THURSDAY, NOV 28th, 2019

Application Form

NAME _____ COMPANY NAME _____ CELL # _____

EMERGENCY CONTACT NAME AND CELL # _____

EMAIL _____ WEBSITE _____

MAILING ADDRESS _____
Street address, city, province, postal code

GOODS TO BE SOLD (Please list *everything* to be sold at the fair. If possible, attach photographs):

DAY SELECTION All 3 days or Tuesday Wednesday Thursday

VENDOR RATES Fee includes space rental, one 8 x 2.5 ft table, and 2 chairs

PARKING Parking is optional. The day passes and the week pass can be used for any public parking.

# of DAYS	VENDOR FEE*	GST	TOTAL
1 day	\$45	\$2.25	\$47.25
2 days	\$80	\$4.00	\$84.00
3 days	\$115	\$5.75	\$120.75

✓

+

# of PASSES	TOTAL
1 day pass	\$7.35
2 day passes	\$14.70
3 day passes	\$22.05

✓

TOTAL COST
 = \$

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

PAYMENT: Cheque Please attach Credit Card/Cash Pay at the office

****Booking is confirm once we receive the payment****

I have read and understand the information provided on both sides of this package and I 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. Failure to observe the outlined conditions may result in the immediate cancellation of booking without a refund.

 VENDOR Signature

 Date of Signature

SFSS Student Centre | MBC 2270, SFU | Burnaby, BC | V5A 1S6
 phone 778-782-6526 | email msc.events@sfss.ca | website sfss.ca

****Deadline to apply Monday, November 18th, 2019****

Terms & Conditions

The Application Process

Interested vendors must submit the completed form with payment to the SFSS Student Centre at msc.events@sfss.ca. The SFSS Events Coordinators will jury all applicants and select artisans based uniqueness of products amongst other applicants and seniority of the vendor. All successful applicants will then be notified and payment will be processed. Payments can be made by cash, credit card or cheque made payable to the Simon Fraser Student Society.

Merchandise

All goods and/or services to be sold and/or promoted must be disclosed at the time of booking. It is the vendor's responsibility to notify the SFSS of any changes to merchandise or service prior to vending date. All changes are subject to approval by the SFSS, failure to do so can result in immediate cancellation of vending permit and no refund will be granted..

Fair Location

The Winter Craft 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.

Fair Hours

The Fair runs during peak hours from 10:00am to 4:00pm, Tuesday through Thursday. Vendors may stay past 4:00pm at their discretion.

Vending Space

- Vendor table allocations will be arranged and artisans notified approximately one week in advance of the fair. Table arrangements are solely at the discretion of the SFSS Coordinators and cannot be disputed.
- Table locations are assigned with consideration of the flow of the fair. The SFSS provides one 8 x 2.5 foot tables, 2 chairs, and access to SFU wireless Internet. The SFSS is not responsible for any disturbance to the wireless network.
- If you need a power there is an additional charge.
- If additional space is required, vendors will need to book two spots and pay the associated fees.
- 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. The sale area will have dedicated security patrolling the fair from closing hours to opening hours. 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. The SFSS is not responsible for any loss or damage to vendor products, equipment and signage.

Parking

Parking is an optional fee. Vendors may choose to buy single or multiple Day Passes. Day Passes give the vendor access to any visitor parking lot on campus. An updated map will be available upon request. Parking passes are non-refundable. Please read the instructions on the parking pass. A parking map is available on the SFU Parking website.

Cancellations and Refunds

Booking cancellations are admissible up to one week prior to the start of the event, with a full refund of the registration fee. After this deadline, the registration fees are non-refundable.

Loading and Setup Times

The Strand Hall loading bay offers the most direct and level access to the Winter Craft 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. Vendors must complete the set-up no later than 10:00am.

Advertising

The SFSS may advertise and promote the Winter Craft 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.

Compliance

Vendors found not in compliance with Fair policies will not be permitted to participate in the Winter Craft Fair. No refunds will be granted if this is to occur.

The SFSS reserves the right to:

- Limit the sale of similar merchandise to two vendors.
- Restrict sales of goods that are already being provided to the student body by other SFSS or SFU services (such as food products).
- Limit the total number of student vendors.