

Confederation Holiday Craft Market Vendor Information

Dates: Saturday, November 8 & Sunday, November 9

Location: Confederation Seniors Centre: 4585 Albert Street, Burnaby
(Activity Hall and Terrarium)

Hours: 10:00 AM – 4:00 PM daily

Application deadline: Vendors must submit the Vendor Application Form to be considered to participate in the Holiday Craft Market. You must be able to commit to the full weekend (both Saturday and Sunday) from 10:00 am-4:00 pm. Spaces are limited- applying to be a Vendor **does not guarantee** that you will be offered a spot. Liability Insurance Certificate and vendor registration fees are due upon acceptance and registration.

Vendor Selection

City of Burnaby Staff and a CSA Member will review applications based on product uniqueness and workmanship. Each vendor application is carefully evaluated based on the following criteria:

- **Overall fit:** Alignment with the market's theme and objectives.
- **Craftsmanship:** Quality and skill demonstrated in the creation of handmade products.
- **Social media presence:** Active engagement and promotion on social platforms.
- **Branding / Aesthetic:** Cohesiveness and appeal of product presentation.
- **Product photography:** Clarity and quality of submitted images.

Merchandise Guidelines

- **Disclosure:** All goods and/or services to be sold or promoted must be disclosed at the time of application.
- **Modifications:** Any changes to merchandise or services must be approved by the City of Burnaby Staff prior to the event. Unauthorized changes may result in immediate cancellation of the vending permit without refund.

Fees and Vending Space Details

- **Registration for Both Days:** One 6 foot table and two chairs will be provided for \$68+tax/ Total area is 9ft X 5ft.
- A limited number of double spaces may be available for rent for \$136+tax
- Table location in the Activity Hall or Terrarium will be **assigned** by the City of Burnaby

- **Internet access:** Complimentary City of Burnaby wifi is available; however, we are not responsible for any network disturbances.
- **Space restrictions:** Additional tables, chairs, or signage must not obstruct doorways, fire equipment or alarms. They also must stay in the allotted Vendor area.

Security & Overnight Storage

- **Vendor responsibility:** Vendors are responsible for securing their displays and removing or covering any items they wish to protect overnight. The City of Burnaby is not liable for any theft, loss, or damage.

Loading, Setup & Take Down

- **Setup time:** Vendors can begin set up at 8:00am on Saturday and must be complete by 9:45am on the event day, November 8th. Take Down can start on Sunday, November 9th after 4:00pm.

Advertising & Promotion

- The City of Burnaby will advertise and promote the Holiday Craft Market by using posters, online platforms, social media, and print media.

Compliance

- **Policy adherence:** Vendors must comply with all market policies. Non-compliance may result in removal from the event without refund.

Product Restrictions: The City of Burnaby reserves the right to limit the sale of similar merchandise. Additionally, we do not accept cannabis and alcohol related vendors and MLM products (Tupperware, Watkins, Arbonne, etc).

Terms and Conditions

Vendor Space & Payment

- **Non-Transferable:** Vendor spaces are assigned to the approved applicant and cannot be resold or shared without prior approval.
- **Non-refundable:** All vendor payments are final and non-refundable.
- **City of Burnaby's Discretion:** The City reserves the right to assign, reassign, or alter vendor spaces as deemed necessary. Your table location will be given to you upon arrival. Your name will be on your table.

Product Guidelines

- **Approved products only:** Vendors may only sell products listed in their application unless prior approval for changes is obtained.
- **Liability:** Vendors are legally responsible for any consequences arising from the sale or consumption of their products.

Permits

- **Permits & Licenses:** Vendors are responsible for obtaining all necessary permits, licenses, and approvals required to sell their products or provide samples. All food service businesses in BC must hold a valid Health Operating Permit issued by their regional health authority.

Liability Insurance

- The City of Burnaby requires that all Vendors participating in events on City property carry liability insurance in the amount of \$5,000,000.00 (five million dollars). The City must be named as co-insured with a cross-liability clause and 30 days' notice of cancellation. If you are accepted as a Vendor, proof of insurance must be received prior to registration.

Promotion & Media

- **Use of Media:** Vendors grant permission for their submitted photos and any images taken during the event to be used for promotional purposes.
- **Self-promotion:** Vendors are encouraged to promote their participation by distributing event materials and sharing on their social media platforms.

Setup & Conduct

- **Setup time:** Vendors must complete setup by 9:45am on the event day.
- **Event duration:** Vendors are expected to remain in their spaces for the entire duration of the event. Early teardown is not permitted.
- **Conduct:** Vendors must maintain a professional and respectful demeanor throughout the event.

Questions? Please reach out: Veronica Grossi, 604-297-4816

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