

Special Events and Festivals: Artisan Markets Application

ARTISAN MARKET GUIDELINES

Information and responsibilities

1 Application and approval process:

- a) The City of Burnaby hosts four artisan markets in the spring and summer which attract a diverse group of local artisans and small food vendors:
 - Burnaby Blooms Market
 - National Indigenous Peoples Day Market (NIPD) – (Indigenous Artisans only)
 - Blues Market (Burnaby Blues + Roots Festival)
 - Burnaby Car Free Day Market
- b) All prospective vendors must apply in advance of each market. Application deadlines and fees for each market are posted under the “Artisan application form” section of the [Special Events](#) page.
- c) You can apply for one or more artisan markets.
- d) All artisans returning or new to the event/festival are required to apply and send in images of their items being sold with their application (see [online application form](#) for details).
- e) Applications will be reviewed by a selection committee. The following are the scoring criteria:
 - i. Technique and Workmanship
 - ii. Originality and Creativity
 - iii. Suitability
- f) Primary consideration for all items sold at the market must be **handmade or handcrafted** by the applicant. Artisans are not permitted to sell any item(s) not listed on their application as well as any item(s) with the events/festivals, sponsors or suppliers’ logo and names or images of any artists playing at the events/festival.
- g) Items of interest include:
 - Ceramics
 - Jewelry
 - Woodwork
 - Metalwork
 - Visual Arts (Painting, Photograph, Prints)
 - Leatherwork
 - Handmade Papergoods
 - Handmade Bodycare
 - Glasswork
 - Handmade fashion/upcycled fashion
 - Handmade fashion accessories
 - Handmade Pets/Animals care products
 - Handmade Candles
 - Handmade Soaps

- Food items (must provide Health Permit from Fraser Health at the time of application). **Please be advised that we are currently unable to accept vendors who serve hot foods or beverages.** The types of products that are accommodated in the Artisan Markets are:
 - Made, baked, grown and harvested by the vendor or their staff
 - **Resale of purchased food items is strictly prohibited** (e.g. store-bought candies)
 - Other – please describe on your application
- h) What is considered **Handcrafted** or **Handmade**:
- ✓ The item's shape, form and finish must be done using hand-labour from various materials.
 - ✓ The creator must use manual control methods that allow them to change and control the construction, shape design and finish of every main part of the product.
 - ✓ The item must be the craftsperson's original idea or a very skillful version of a traditional or classic design.
 - ✓ Each item must be made by the craftsperson.
 - ✓ Ready-made parts or materials can be used only if they are minor compared to the overall design and hand-craftsmanship of the finished piece.
 - ✓ The creator must show true craftsmanship, not just simple "handiness."
- i) What will **NOT** be considered Handcrafted or Handmade:
- ✗ Vintage clothing/Secondhand goods (Upcycled clothing **are** acceptable)
 - ✗ Mass produced or manufactured goods (e.g. toys, socks)
 - ✗ Factory manufactured kits (e.g. puzzles)
 - ✗ Embellished items (e.g. painted sneakers, plant pots)
 - ✗ Resale of purchased products is not allowed. Please check with the Market Organizer for approval if you are unsure of your items being sold at the market(s).
- j) Who is **NOT** eligible:
- ✗ Organizations, groups or individuals whose primary purpose is fundraising (including selling items to raise funds for a cause, 50/50 draws, raffles, etc.)

2 After submission of application / payment

- a) Successful artisans will be notified by email two weeks after the submission deadline.
- b) Upon acceptance of your application, payment will be required.
- c) Payment: The City of Burnaby's Festivals and Events Office accepts **cash and cheque only**. Please see the exact payment amounts for each market on the [application form](#) page.
- d) Upon acceptance of your application, please make your cheque payable to **The City of Burnaby**. You can mail your cheque(s) to:
- Administration Clerk
C/O Festivals & Special Events
City of Burnaby
Suite 2301 – 3713 Kensington Avenue
Burnaby, BC V5B 0A7

- e) If you are applying to multiple markets, please make separate cheques to each market in the appropriate amount for each market.
- f) If you are paying by cash, you must come in person to the address listed above with the exact amount and change. **No change will be provided.**

3 Marketing / publicity

All applicants are required to provide images, website link and/or social media links to view items to be sold at the event/festival and for marketing/publicity purposes.

4 Artisan space

- a) All artisans will be:
 - i. located in a communal tent and allocated one space of 10 ft. x10 ft. (100 sq.ft.) with two selling sides; **OR**
 - ii. assigned one 10ft x10ft tent.
- b) Subleasing is not permitted. However, booth sharing is available with permission from the market organizer, pending both applicants have submitted their separate applications and description of items created.
- c) Any decor or merchandise may not extend beyond the interior of the designated space.
- d) If artisans wish to have display lighting for your booths, you are responsible to provide your own. CSA approved extension cords are permitted for indoor use only with prior permission from market organizer. While electrical access is typically not provided for market vendors, requests submitted at the time of application will be reviewed on a case-by-case basis.
- e) Linens will not be provided but recommended.

5 Set up and take down

- a) All artisans must be set up and ready for the market 30 minutes prior to the event/festival start time. Details for each festival's set up and tear down times will be provided at least two weeks prior to the event date.
- b) Vendors must keep their booths open until the closing time, even if they are sold out (a sign on the table indicating such is acceptable). Early pack ups without explicit permission from Market Organizer may negatively impact your future applications.
- c) Market Organizer will notify vendors when it is time to pack up and take down their booths.
- d) Vendors are not able to drive their vehicles onto the event site without written permission from the Market Organizer. Vendors who receive permission to bring their vehicles onto the event site must follow directions from market staff.

6 Parking

Detailed Information Package will be provided one week prior to the event date. Parking will be limited to no more than one vehicle per booth.

7 Inquiries and general information

Please email: celebrate@burnaby.ca

8 Insurance

- a) The City of Burnaby requires that all groups/applicants* 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 carry liability insurance, a certificate that includes the coverage noted above must be submitted with your application.
****As part of the City of Burnaby's commitment to Truth & Reconciliation, insurance requirements are waived for all Indigenous vendors.***
- b) The City of Burnaby does not endorse one insurer over another and you are welcome to 'shop around' and secure coverage through another provider. Please check with your city contact to confirm where your event is happening and they will be able to confirm the City's insurance requirements.
- c) Aon/IRC Insurance have developed a City of Burnaby specific insurance program for our facilities here: <https://burnaby.instantriskcoverage.com/login>
- d) The brief on-line application will pose a number of questions about you/your company and specifics of the activity or event. Once completed, and in most cases, the applicant will receive an instant quote and the opportunity to purchase the coverage on-line, typically within minutes of completing the application. There may be some cases, where due to the complexity or risk level of the event, the facility user insurance program won't be available, but Aon/IRC have advised us that they will assist clients should this be the case and offer possible options. Aon/IRC will ensure that the City receives a copy of the Certificate of Insurance ahead of your event and provide a copy to you as well.

9 Vendor sales reports

- a) The purpose of collecting sales reports is to track the Market's economic impact, to demonstrate this to sponsors, and to evaluate the performance of the market in general. Vendors' consistent participation contributes to the growth and improvement of the City of Burnaby's Artisan Markets.
- b) Vendors may be asked to complete a short survey after each market to report on their gross sales. Reports will not be anonymous; however, all personal information will remain strictly confidential.

Cancellation policy

- a) Cancellations and changes must be made 30 days prior to the event dates to the market organizer. All fees are non-refundable.
- b) Cancellations made without 30 days' notice may negatively impact your future applications.
- c) Vendors must contact market organizer by phone in the case of an unexpected delay. For emergency cancellation on the day of the market, vendors must communicate with market organizer in writing. Please note that fees are not refundable and late cancellations may affect your future applications.
- d) City of Burnaby Artisan Markets are all-weather events. Be prepared to attend rain or shine.
- e) In the event of unforeseen and extreme weather forecasts, the City of Burnaby may make the decision to cancel the market in advance or at any point of, including during

of the market. In such case, there will be no consequences to market vendors for future applications.

11 City of Burnaby – Code of Conduct

The City of Burnaby aims to provide an inclusive environment for all: Respectful. Safe. Responsible. Disruptive behaviour or any form of discrimination, harassment or abuse towards members of the public or staff will not be tolerated.

12 Non-compliance with the City's Code of Conduct

- a) The City of Burnaby reserves the right to suspend vendors' participation in Burnaby's Artisan Markets after recorded violations of City of Burnaby's Code of Conduct:
<https://www.burnaby.ca/sites/default/files/acquiadam/2022-01/Code-of-Conduct.pdf>
- b) The City of Burnaby reserves the right to determine at its sole discretion whether a documented incident should result in a warning or suspension.

Questions? Email us at celebrate@burnaby.ca.