

## VENDOR GUIDELINES

**NOTE: The entrance fee will be charged on both Saturday and Sunday; \$2 for general fairgoers, or free for any Nikkei Centre members displaying a valid membership card.**

### Type of Items

- Japanese culture-related items are given priority, although all community artisans are welcome to apply.
- All items must be handcrafted and approved by the Public Programmer.
- Commercially made products will NOT be permitted.
- For food items, baked goods that do not require refrigeration (cakes, cookies, bread), pickles and fresh produce may be sold. Foods that require refrigeration (such as sweets with cream or custard, sushi, etc.) cannot be sold.
- All food vendors must submit a copy of food-safe certificate prior to the event.

### Venue/technical Information

- We will provide a 6 foot x 2.5 foot table (180 cm x 74 cm) and 2 chairs. If you do not require a table, please let us know prior to the event.
- Electrical outlets are only available for some tables with fee. Availability is on a first come, first served basis. Please bring your own extension cords as Nikkei Centre is unable to supply them.
- If you are participating both days, it is at your own discretion to leave items overnight.
- Nikkei Centre is not responsible for any lost, stolen, or damaged items.

### Setup Information

- Please bring your own tablecloths.
- Table allocation will be done by a lottery due to the demand of the event.
- Set up time starts at 8:30am on both days.
- **Underground parking is not available for vendors.**
- Please use Loading zone located on westside of Nikkei Centre for load/unload your items. However, parking on the Nikkei Home driveway and/or loading zone is not allowed at any time.
- Goods may be brought in from the front doors or the west side door.
- Do not start sales before 11:00am on both Saturday and Sunday.
- Take down will not be permitted until the fair closes at 5:00pm. Sellers are responsible for removing all items brought into Nikkei Centre.

### Selection Process

- Priority goes to returning vendors (application deadline **May 15**).
- For new applicants, applications are available from **May 16** and will be accepted.
- Japanese culture-related items are given priority, but all community artisans are welcome to apply.
- Once tables have been allocated to returning vendors and Japanese-related vendors, remaining tables will be chosen by lottery.
- If the event is at capacity, you may request to be added to the waiting list, and spots that become available will be chosen by lottery.
- After the deadlines have passed (June 10 for returning vendors), remaining tables will be allocated on a first come, first served basis.
- You will receive written confirmation of your application by email (or letter if you don't use email).

**REFUND POLICY:** Cancellations will receive 50% refund until **October 20**. No exceptions will be made even if another crafter can fill the table.

**Failure to comply with the above guidelines will forfeit future participation in Nikkei Centre Craft & Bake Fairs.**