

VENDOR APPLICATION

Personal Information

Name of Business or Organization _____

Contact Name _____

Phone Number (Day) _____

Email Address _____

Mailing Address _____

Website/Facebook _____

Please Note: All food related vendors are located in the lobby and foyer and all craft vendors are located inside of the Events Hall (If there is a demand, the IG room will be for first-time fair sellers). The admission desk will be located in front of the events hall or it could change to the events hall.

Description of Sales Item(s)

Amount Due - Early Bird til June 7

- ____ table x \$ 110 for 2 days
- Outlet (option) \$5 per table per day
- NNMCC member discount -\$5 per table

- Table size - 6'x2.5'
- Limited electricity on a first come basis with a fee
- Vendor responsible for extension cords

Sub Total \$ _____
- NNMCC discount \$ _____
+ GST&PST 12% \$ _____

Amount Enclosed \$ _____

Amount Due - June 8 onwards

- ____ table x \$ 130 for 2 days
- Outlet (option) \$5 per table per day
- NNMCC member discount -\$5 per table

- Table size - 6'x2.5'
- Limited electricity on a first come basis with a fee
- Vendor responsible for extension cords

Sub Total \$ _____
- NNMCC discount \$ _____
+ GST&PST 12% \$ _____

Amount Enclosed \$ _____

To encourage local crafters who are interested in joining our 19th Craft Fair for the first time, we are thinking of setting up a room with 4'x2' tables located on the first floor with a smaller fee per table. We would like to see if there is a demand. If you are interested in participating in this category, please let us know. Please see the layout for more information. We will decide whether we can run the room or not by the end of September according to demand.

PAYMENT SUBMISSION

Please submit payment with your application.

If your application is not successful we will refund (or not process) your payment.

Payment Options

- Cash & Debit: In person at the reception: Wednesday to Friday 9:30am-5pm or Tuesday and Saturday 9:30am-12pm
- Cheque: Payable to Nikkei National Museum & Cultural Centre
- Credit Card: Fill out the information below

Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
Cardholder Name	_____	
Card Number (16 digits)	_____	
Expiry Date	_____	Security Code (3 digits) _____
Amount Authorized	_____	Signature _____

Submission of form and cheque: Mail or e-mail to: Nikkei National Museum & Cultural Centre, 6688 Southoaks Crescent, Burnaby, BC V5E 4M7 or event.nikkei@gmail.com

I hereby agree to abide by the rules and guidelines set forth by the Nikkei National Museum & Cultural Centre and any other regulations as may be established. Failure to comply with the below guidelines will result in forfeiture of future participation in Nikkei Centre Craft Fairs. Further, I hereby release and forever discharge the Nikkei Centre Craft Fair and their staff from any responsibility, personal liability, loss, claims or damage arising out of or in connection with this fair.

I have read and understand the Nikkei Centre Craft Fair Guidelines.

Signature _____

Date _____

Please submit first and second page of this application.

Vendors Guidelines

The entrance fee will be charged for the entry of the event hall on both Saturday and Sunday; \$3 for general fairgoers, or free for NNMCC members and under 12 years old.

Please be aware that this year the event hall is for craft vendors and the lobby & foyer will be for the food vendors. NNMCC has the right to decide which category each vendor belongs to if there is any confusion. Please refer to the attached layout.

Those applicants who apply for both Saturday and Sunday are given priority. We will start accepting applications for one day (Saturday or Sunday) starting in September depending on availability.

Table allotment is determined by lottery. Requests for specific placements will be declined. Failure to comply with Fair Guidelines will result in forfeiture of participation privileges of future events at the Nikkei Centre. The Nikkei Centre reserves the right to decline applications.

Craft Vendors and Baked Goods Vendors

- This application is for craft vendors and pre-packed baked goods vendors.

Food Vendors

- Food vendors will receive an invitation in September.

Web listing

- The Nikkei Centre would like to post pictures of your product on our official website to advertise the vendors. **Please submit a picture(s) of your products** with this vendor application form. The format will need to be square.

Type of Items

- **Commercially made products will NOT be permitted. Please indicate the items that you intended to sell and submit picture with this application form.**
- Japanese culture-related items/Christmas items are given priority, although all community artisans are welcome to apply. We also limit the amount of vendors selling the same thing.

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 indicate this in the application form and let us know the size of your table(s).
- Electrical outlets are only available for some tables with a 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 and tools that you need to decorate your space with.**
- Set up time on Friday, November 15 is from 4pm to 7pm and from 8:30am both Saturday and Sunday.
- **Underground parking is not available for vendors on both Saturday and Sunday.**
- Please use the Loading Zone located on the Nikkei Centre website for loading/unloading 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 10:00am on both Saturday and Sunday.



Selection Process

- If the event is at capacity, you may request to be added onto the waiting list. Spots that become available will be offered on a first-come first-served basis.
- All items must be approved by the event organizer. You will receive your acceptance notice by email, letter or phone call by the end of the month that you apply in. However, due to the summer schedule, your submission in July will be notified at the end of August.

REFUND POLICY

- Cancellations will receive a 100% refund if requested before August 31 and a 50% refund if requested before September 31. No exceptions will be made even if another crafter can fill the table.

