sfss.ca

2010 Winter Craft Fair

Permit & Guidelines

Vendor # _____

Date _____

From Tuesday through Friday, Nov. 30th to Dec. 3rd, the Simon Fraser Student Society (SFSS) will be hosting the 27th Annual Winter Craft Fair. Acceptance into the Fair will take into account uniqueness & quality of your art, as well as space availability. Please provide photographs of your merchandise along with this application.

CONDITIONS

1. **Location**: The Winter Craft Fair is held in the North Concourse of the Academic Quadrangle (AQ) at the Burnaby campus of Simon Fraser University. Please see enclosed map.
2. **Hours**: the Fair runs from 9:00am to 5:00pm, Tuesday through Friday
3. **Table Space**: Vendor table plans will be displayed in the North AQ on Monday afternoon from 3pm onwards. Table locations are assigned by the General Office Coordinators. Vendor booths, tables, chairs or signs may not block any doorways, fire equipment, elevators, or alarms.
4. **Security & Overnight Storage**: Tables, chairs, signage, and display systems may be left on site as the sale area will be patrolled through the evening. However, SFU, the SFSS, the Food Bank or SFU Traffic and 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.
5. **Equipment**: The SFSS provides one 8 x 2.5' table, chairs, and electricity.
6. **Parking**: Parking permits are not included in the cost of the fees. If you require a weekly parking pass, please indicate on the form below and adjust your payment to reflect this cost.
7. **Loading**: The most convenient loading zone is located in the SW corner of the Strand Hall parking lot. If for some reason it is not available, there is an alternate bay located at the Arts and Social Sciences Building I (see map).
8. **Advertising**: The SFSS will advertise and promote the Craft Fair both to the campus and local community. Flyers will also be distributed to all campus departments.
9. **Fees**: Payment can be made by cash or cheque made payable to the Simon Fraser Student Society. Full payment must accompany this application. Credit card payments may be made by phone.
10. **Food Bank**: The food bank fee included in your registration fee contributes substantially to the successful operation of our campus Food Bank. Thanks for your support!
11. **Merchandise**: Only arts and crafts designed and constructed by the applicant will be considered. ALL items must be handmade, NOT commercially manufactured. The SFSS reserves the right to ask vendors to remove, without refund, items which do not comply. In accordance with the SFSS Constitution (By-Law 22), the Simon Fraser Student Society prohibits the support or promotion of any activities that are deemed to discriminate against any person(s) on the grounds of gender, race, religion, citizenship, place of origin, marital status, age, creed, colour, sexual orientation, political and/or religious ties, and/or activity, appearance, or physical disability. Violation of this policy will be grounds for revoking vendor privileges.

Registration deadline: October 1st, 2010 --- Cancellation (with refund) deadline: October 15, 2010

NAME _____ BUSINESS NAME _____

PHONE _____ FAX _____ EMAIL _____

MAILING ADDRESS _____

_____

GOODS TO BE SOLD (please list *everything* to be sold at the fair):

_____

_____

_____

Would you like to purchase a parking pass? ☐ Yes ☐ No If yes, please submit additional payment.

TABLE PREFERENCE (see fair map) _____ 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice _____ 6th choice _____ 7th choice

Failure to comply to the above conditions may result in immediate cancellation of this vending permit without a refund.

FEE	$120.00
HST	$14.40
Foodbank	$12.00
TOTAL with parking:	**$146.40** TBA

_____ VENDOR signature

_____ SFSS COORDINATOR signature

Comments _____

_____

_____

Please mail applications with full payment to:

SFSS General Office,
MBC 2250, SFU
Burnaby, BC, V5A 1S6

or contact us at:

phone: 778.782.3870
fax: 778.782.5843
email: sfssgo@sfu.ca