

Date Received: _____

Time Received: _____

Initials: _____



Urban Artisans Juried Craft Fair

Saturday and Sunday, November 27th & 28th, 2010
10:00 am – 5:00 pm

VENDOR SUBMISSION FORM

Artist/Craftsperson Name _____

Address _____

City _____ Postal Code _____

Telephone: Day _____ Evening _____

***Email(important)** _____

Please describe the type/medium of your work _____

Special Requests/Comments (i.e. Do you need access to electricity, walls etc. ? Do you plan to hang banners or bring in your own lighting? If so, please describe the nature of what you require.)We will do our best to accommodate: _____

Are you willing to donate a door prize: yes _____ no _____

Which days do you wish to exhibit? (please check) Saturday _____ Sunday _____ Both _____

Please provide three (3) examples of the type of work you would be selling for jurying.

Description of Craft Item

Price you would charge for the item

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____



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VENDOR INFORMATION SHEET

GENERAL INFORMATION

The fee for table rental is \$55 per table per day or \$100 if you choose to exhibit for both days. The craft fair will be open to the public on Saturday, November 27th and Sunday November 28th from 10:00am – 5:00pm. In order for the Roundhouse to ensure uniqueness, variety and a high caliber of workmanship, all crafts **MUST** be juried into this sale.

JURYING INFORMATION

Please deliver your crafts for jurying to the front reception during the following office hours:

Friday, September 17	10:00 am – 9:00pm
Saturday, September 18	10:00am – 4:00pm
Sunday, September 19	10:00am – 4:00pm

All applications and items for jurying MUST be received no later than 4:00pm on September 19th. Please remember to properly package your items for safe storage. While we will take precautions to safeguard items, we cannot be held responsible for any damage or loss. Insurance on items left for jurying or offered for sale remains the responsibility of the artist/craftsperson. The Roundhouse Community Centre reserves the right to refuse for jurying any item considered overly fragile or hazardous. Please note that food or commercial items of any type will not be accepted into this sale.

For your application to be accepted for jurying, all your items **MUST** be individually tagged and priced with a jurying form **BEFORE DELIVERY** (*the jurors will not do it for you*) and accompanied by a completed application form. Please limit submissions to three (3) items representative of the different types of crafts you wish to offer for sale.

Jurying will take place during the week of September 17th; results of the jurying will be ready during craft pick up week. Craft pick up will begin on **Friday, September 24th from 10:00am to 9:00pm and continue on Saturday, September 25th and Sunday, September 26th from 10:00am to 4:00pm.** Table assignments may be available upon registration. Please note that table fees are due at the time of craft pick up and registration. Registration fees are non-refundable. Table assignments and a floor plan will be e-mailed to all accepted vendors within a week of craft pick up.

SET-UP/CLEAN UP INFORMATION

Accepted artists/craftspeople will be able to set up in the Exhibition Hall on Friday, November 26th from 5:00pm - 8:00pm. Set up will also be scheduled on Saturday & Sunday, from 8:00am - 9:30am. Clean up will take place from 5:00pm – 6:00pm on both days.

Thank you for your interest in the Roundhouse Craft Fair.

If you require any further information, please

call Steven Tautscher at 604-713-1805 or e-mail: steven.tautscher@vancouver.ca

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IDENTIFICATION LABELS FOR JURYING
Please attach to your submissions



ITEM #1

Name: _____

Telephone: Day _____

Evening _____

Price: _____



ITEM #1

Name: _____

Telephone: Day _____

Evening _____

Price: _____



ITEM #2

Name: _____

Telephone: Day _____

Evening _____

Price: _____



ITEM #2

Name: _____

Telephone: Day _____

Evening _____

Price: _____



ITEM #3

Name: _____

Telephone: Day _____

Evening _____

Price: _____



ITEM #3

Name: _____

Telephone: Day _____

Evening _____

Price: _____