



**STEVESTON
SALMON
FESTIVAL
JULY 1ST, 2012**

4111 Moncton Street
Richmond BC V7E 3A8
Tel: (604) 238-8080
Fax: (604) 718-8096
craftfair@stevestonsalmonfest.ca
www.stevestonsalmonfest.ca



GENERAL GUIDELINES

1. **All items must be handcrafted and approved by the Steveston Craft Fair Committee.** If you're a previous crafter and are adding new items and if you're a new crafter, please note that all items must be juried and the *Steveston Community Society reserves the right decline or limit products.*

Commercially made products will NOT be permitted.

Definition of commercial products:

- *items imported (i.e. made in China, Japan, etc)*
- *items imported for charity purposes*
- *items manufactured & or commercially sold*

2. The City of Richmond's Health Department places restrictions on food items being sold at Craft Fairs. The Health Department **does** come out to fairs to ensure compliance to the guidelines. If you are found non-compliant, you will be fined by the Health Department. It is your responsibility to ensure you are within the guidelines and Steveston Community Centre takes no responsibility if crafters are fined.
3. We will provide a 6ft by 2-½ft table and 2 chairs. If you do not require a table, please let us know prior to the event.
4. Electrical outlets are only available for tables along the walls. Availability is on a first come, first served basis. *Please bring your own extension cords, as the Centre is unable to supply them.*
5. As courtesy to your fellow crafters and to ensure proper fire regulations, you will not be able to extend your table with any additions at the sides.
6. We ask that you bring table skirting in good condition as this does add to the overall appearance of the craft fair.
7. **Due to fire regulations, crafters are not permitted to light their candles during the Craft Fair.**
8. Steveston Community Centre is not responsible for any lost or stolen items. Please leave valuables at home and keep a watchful eye on your cash.
9. **REFUND POLICY: Refunds will be provided up to ONE MONTH prior to the event. NO exceptions will be made even if another crafter can fill the table.**

Failure to comply with the above guidelines will result in removal from the Craft Fair and a refund will not be given and the crafter will forfeit future participation in Steveston Community Centre Craft Fairs.





**STEVESTON
SALMON
FESTIVAL
JULY 1ST, 2012**

4111 Moncton Street
Richmond BC V7E 3A8
Tel: (604) 238-8080
Fax: (604) 718-8096
craftfair@stevestonsalmonfest.ca
www.stevestonsalmonfest.ca



The Salmon Festival Craft Fair selection is done by a lottery. *Application forms will be accepted and entered into a draw between January 15, 2012 & March 15th, 2012. Only crafters that are successful in the lottery will be contacted by email by March 30th, 2012.* Others will be put onto a waitlist. If chosen, please make your table payment by April 14th.

To enter the lottery, please complete the attached Lottery Application Form and fax, email or mail it to the Steveston Community Centre. All forms must be in no later than March 15th.

Date: Sunday, July 1st, 2012

Time: 10:00am - 5:00pm

Location: Steveston Community Centre Gymnasium (50 tables, no outdoor tables available)

Cost

\$50+HST per table, without access to power

\$65+HST per table, with access to power **Limited Tables*

Jurying

If you have not participated in a previous craft fair your items will need to be juried. If you are successful in the lottery we will then set up a time for your items to be juried.

Set-up

Due to road closures and limited parking, set up **MUST** be done on **Saturday, June 30th from 1:00pm until 4:00pm.** Gym doors will be locked June 30th at 5:00pm and will not be opened until 8:00am on July 1st. The doors will be open to the public at 10:00am, when the Festival commences (The parade runs from 10:00am-12:00pm.)

Take Down

Take down will not be permitted until the fair closes at 5:00pm. Vendors are responsible for removing all items brought into the Community Centre.

Parking

Each year we have increasing parking restrictions due to limited space and road closures, therefore, parking details will be posted on the website and will be emailed closer to the date.

Food & Washroom Breaks

A wide variety of food vendors are present at the Salmon Festival, however, we do not have people to relieve vendors, so please ensure you have someone to assist you during the day for washroom and meal/coffee breaks. (Upwards of 50,000 people come to the festival and although there are several washrooms, it does take a considerable amount of time in the line up, so please ensure a "vendor-buddy" system is established early in the day.

Security

Please secure your items at all times. The Steveston Community Centre is not responsible for lost or stolen items. If you have to leave your table for any reason it is your responsibility to arrange someone to watch your items. *Unfortunately, staff will be unable to supervise tables.*

For a chance to win your entry fee back, a donation of one of your craft items is required.

A volunteer will be around to pick up the crafts at the beginning of the Fair, please have it ready for pickup. *One winner will be announced prior to the end of the event. All donated items will be used in a variety of raffle draws. Funds raised on the raffles will be directed towards a community garden project.





**STEVESTON
SALMON
FESTIVAL
JULY 1ST, 2012**

4111 Moncton Street
Richmond BC V7E 3A8
Tel: (604) 238-8080
Fax: (604) 718-8096
craftfair@stevestonsalmonfest.ca
www.stevestonsalmonfest.ca



LOTTERY APPLICATION FORM

*** THIS FORM MUST BE COMPLETED AND RETURNED BY MARCH 15th
TO BE ENTERED INTO THE LOTTERY**

NAME: _____ PHONE #: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ EMAIL: _____

HAVE YOU PARTICIPATED IN A SALMON FESTIVAL CRAFT FAIR IN THE PAST? YES NO

DESCRIPTION OF CRAFT(S): _____

I WOULD LIKE TO REGISTER FOR A TABLE:

With power (extra cost) Without power I don't have a preference

I HAVE READ AND UNDERSTAND THE CRAFT FAIR GUIDELINES

Yes, I have _____ (signature)

Fax completed application to 604-718-8096 or mail to:

Steveston Salmon Festival – Craft Fair Lottery
4111 Moncton Street, Richmond, BC V7E 3A8

Telephone enquiries: 604-238-8080 * email enquiries: craftfair@stevestonsalmonfest.ca

TO BE COMPLETED BY STAFF

Date entered into Class: _____

Table Number: _____ Total Cost: \$ _____

Confirmation & Guidelines Sheet given to Crafter: Yes _____ No _____ Staff Initials: _____

