

## 2016 Christmas Fair Vendor Application

November 18<sup>th</sup> & 19<sup>th</sup>, 2016

6:30pm – 8:30pm, Friday November 18<sup>th</sup>

10:00am – 3:00pm, Saturday November 19<sup>th</sup>

Space in our Marketplace is limited and each year we receive more requests than we can meet. To be a vendor at this year's fair, please complete this form and return to [reception@vws.ca](mailto:reception@vws.ca), or fax to (604) 985-4948, or return directly to the Reception Office at 2725 St. Christopher's Rd., North Vancouver, BC V7K 2B6. In order to secure your application, please submit your completed form ASAP.

**Please note: Application deadline is Friday October 21<sup>st</sup> at 3:00pm.**

In selecting vendors for the Fair, the emphasis is always placed on creating a sense of beauty and integrity in everything that is sold. Preference is always given to handmade Waldorf style arts and crafts. To help us understand the value of your products, please describe in detail what you intend to sell if you have a table.

**PLEASE PROVIDE PHOTOS AS WELL IF YOU HAVE NOT PREVIOUSLY HAD A TABLE  
AT THE VWS CHILDREN'S CHRISTMAS FAIR.**

NAME/BUSINESS NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ CELL# \_\_\_\_\_

DESCRIBE THE ITEMS YOU PLAN TO SELL:

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- FEES:  \$75 per 8' table\*/area (VWS parent, alumni, staff), maximum 2 tables.  
 \$150 per 8' table\*/area (if you do not currently have a child enrolled in VWS) maximum 2 tables.  
Tables may be shared by up to 2 vendors of your choice\*\*

In order to avoid congestion, we ask that no more than 2 people be behind each table at one time.

Submitting an application does not guarantee you will have a vendor space. You will be contacted to confirm your table booking by November 1<sup>st</sup>. Email [reception@vws.ca](mailto:reception@vws.ca) if you have any questions.

Please indicate your *preference* area:  Larger hall  Smaller hall



Please note that each vendor will be responsible for his/her area set-up/decoration (Friday, November 18<sup>th</sup> at 2:00pm – 6:00pm) as well as the clean-up (Friday, November 18<sup>th</sup> 8:30pm & Saturday, November 19<sup>th</sup>, 3:00pm) including removal of all decorations, boxes, bags and garbage.

Limited electrical outlets are available, please indicate if you will need power, the display lighting in the gym will be set up to the decorator's standards and any extra lighting display will need to be approved at set-up time. **Electrical outlet required**      YES       NO

There is limited parking available at the school. Vendors unloading and loading are requested to be no more than 15 minutes in the parking lot, to have all their display and equipment moved out of the gym BEFORE getting their vehicles. The load in-out will be monitored for efficiency.

Please note that all vendors are responsible for collecting their own cash/cheque/credit card payments. Debit/credit terminals WILL NOT be provided.

\*All tables will be provided. Please indicate if you do **NOT** require a table.

\*\* The coordination of vendors sharing a table is the responsibility of the primary contact vendor. Cost of table must be paid in one payment.

I hereby understand and agree to the above contract

\_\_\_\_\_  
Vendor signature

\_\_\_\_\_  
Date signed

<b>For Office Use:</b>	
_____	Payment received:    YES <input type="checkbox"/> NO <input type="checkbox"/>
Date application received	
_____	Tables X _____ X \$75/\$150 = _____
Confirmation email sent (date)	Circle applicable amount
_____	Electrical outlet required    YES <input type="checkbox"/> NO <input type="checkbox"/>
Assigned Table	