

48TH ANNUAL CHILLIWACK Christmas RAFT MARKET



An annual fundraiser for the Chilliwack Community Arts Council



2023 ARTISAN APPLICATION PACKAGE

2023 MARKET DATES & HOURS:

Friday, November 17

12pm-8pm

Saturday, November 18

10am-6pm

Sunday, November 19

10am-4pm

MARKET LOCATION:

Chilliwack Heritage Park
44140 Luckakuck Way, Chilliwack, BC

SET-UP DATES & TIMES: Thursday,
November 16: 3pm - 8pm &
Friday, November 17: 9am - 11:30am

STRIKE:

Sunday, November 19: 4pm - 6pm

2023 IMPORTANT DEADLINES:

Applications will be juried until market is full;
after which, they will be juried for waitlist.

First Jury Deadline: **June 30**

Early Bird Pricing

Notification of 1st wave Acceptance by : **July 15**

Second Jury Deadline: **Sept 30**

Notification of Final Acceptance: **Oct 15**

JURY INFORMATION:

Our jury is comprised of experienced, diverse crafters and artists who follow the acceptance criteria and category limits. Year-to-year we have different jurors and applicants, and this ensures our market remains as unique as the crafters who participate.

HOW TO APPLY

1. Read this entire application package thoroughly. Complete pages #4, #5, #6, #7 and submit prior to one of the listed jury deadlines. Keep pages #1, #2, #3 for your records.
2. Submit website/social media links with product description and photos or photos of past booth displays or 5 high-quality photos of each product range and/or provide physical samples. Contact ccm@chilliwackartscouncil.com for physical sample drop off.
3. Following adjudication, notice of acceptance status will be provided by email. If physical samples were submitted, a pick-up appointment time will be arranged.

CONTACT

Correspondence will be made via email.

Please ensure that you add ccm@chilliwackartscouncil.com to your email's safe list;
(*hotmail.com or .ca accounts may need to check the "junk" folder).

For any questions or concerns please contact the CCAC by email or by calling 604-795-6897.

ACCEPTED CRITERIA

Applicants must be the designers, creators and producers of their work. Eligible products include handcrafted, artisanal items that are created from an original recipe (food and drink), sewn, constructed, sculpted, combined or fashioned from component materials and/or have been altered in a significant way that makes them unique. Absolutely no kit crafts, imported crafts, or items crafted by someone other than the applicant will be accepted. No direct sales vendors.

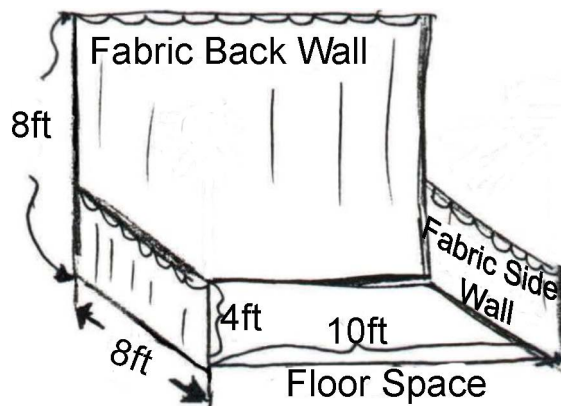
If sharing a booth, each applicant must submit an **Exhibit Form**, and will be juried as an individual (information for each artisan must be included on the **Application Form**).

Application packages including: physical samples, photos, product packaging, and booth display examples, will be juried for quality, durability, originality, and professional presentation.

Applicants are responsible for delivery and pick-up of sample products. Please email regarding personal pickup and drop off. Sample products need to be provided if no photos or social media links are available.

If you are **selling food products**, including those deemed “low risk”, you must provide a copy of current FoodSafe certificates, license/approval from provincial health authorities, and temporary food premises documentation at least one month prior to the market.

If you are **selling and sampling wine/beer/cider/spirits**, you must provide a copy of liquor board approval and Serving It Right certificates for all booth staff.



BOOTH SPACES

SIZE: **Single** = 10' frontage (wide) x 8' deep; **Double** = 20' frontage (wide) x 8' deep (refer to **Application Form** for costs)

WHAT IS PROVIDED:

- Black curtained back walls and side wings on aluminum runners; corner booths will have only one side wing
- Chairs
- Booth number ID sign (must be displayed and visible for the duration of the market)
- S-hooks for hanging light-weight signage (must be returned at end of market)
- Volunteers to help with breaks
- Extra marketing materials to help promote event

ARTISANS ARE RESPONSIBLE FOR:

- Adequately lighting the booth via battery or power which is an additional fee
- Floor length table covers/skirting for tables; please ensure the entire table is covered, including the sides
- Prominent business/artist signage
- Tables: Artisans may bring their own or rent for an additional fee (please see **Booth Form** for costs)
- All sales processing equipment and an adequate data plan for the sales device(s). WIFI access is offered for an additional fee of \$20/day through Heritage Park



POLICIES & GUIDELINES

Payment & Cancellation Policy:

1. Artisan will pay all invoices for booth fees upon acceptance; due no later than two weeks after receipt of CCAC issued invoice(s). Full payment is required to reserve booth space.
2. After acceptance into the market, artisan agrees to the following **refund and cancellation policy**:
 - a. The reason for cancellation must be provided in writing, by email.
 - b. For cancellations received **prior to October 20th**, a \$50 admin fee will be deducted from the total refund amount owed to artisan.
 - c. **After October 20th**, a partial, 50% refund will be issued on total amount owed to artisan.
 - d. **After November 1st**, NO refunds, regardless of reason, will be issued. Refunds will NOT be offered to 'no shows'; no exceptions.
 - e. The Chilliwack Community Arts Council and Market Coordinators reserve the right to refuse entry/booth space to any artisan who has not paid his or her invoice in full, does not communicate in a timely manner, or has not provided required health or liquor certifications.
 - f. If event is cancelled due to act of nature a \$50 admin fee will be taken before refund is issued.

Guidelines:

1. Artisan will only sell products listed in the original application; handcrafted by him or her and not a kit craft, imported and/or mass-produced product.
2. All artisans must be present for the **entire**, three-day duration of the market and be actively selling products and interacting with customers. Every artisan must have enough product to last for the entire market. Under no circumstance may an artisan pack-up their booth prior to the closing day of the market. Artisan will not begin packing up his or her booth before market closing; all guests are entitled to enjoy the same shopping experience.
3. WIFI access is offered through Heritage Park's system- Please let us know via the payment page if Wifi is needed. There will be an addition cost of \$20 for the use of a secure line for the weekend.
4. At time of event strike, artisan must ensure his or her booth is tidy, and all garbage, recycling, and cardboard is put in the designated receptacles. All recycling must be taken with you and not left of site. You will be charged an addition fees if you leave cardboard.
5. Any metal s-hooks used must be returned to the Arts Council/Information Booth.
6. Artisan agrees to ensure all lighting, electrical devices, and extension cords are unplugged at the end of each day.
7. Artisan will be respectful to fellow artisans, market volunteers, coordinators, and Chilliwack Community Arts Council Directors or Staff.
8. Artisan agrees to help promote the market as much as possible, through all available channels including social media, email, website, poster distribution, and/or word of mouth.
9. Artisan will comply with all local zoning, bylaws, health and safety rules, and are solely responsible for obtaining all permits, licences, insurance, and approvals reasonably required to sell their products at the market. The Chilliwack Community Arts Council will not be responsible for any costs, damages, or economic loss resulting from failure to comply with these terms. If any government agency, court, person or commercial body orders sale of vendor product to cease, artisan will immediately comply with this order.
10. The Chilliwack Community Arts Council makes no guarantees about artisan sales or success at the market and is not responsible for any losses artisans may incur if the market is cancelled or shortened for reasons outside the reasonable control of the Chilliwack Community Arts Council.
11. Artisan will indemnify the Chilliwack Community Arts Council for any loss, fine, penalty, judgement, legal fees, and expenses reasonably connected to artisan's failure to comply with these terms or any liability, negligence, gross negligence, or injury resulting from artisan products, actions, conduct, booth setup, display or trade activities.
12. The Chilliwack Community Arts Council may amend or update these terms from time to time and artisan agrees to be bound by such future amendments or updates.

Please indicate your review and understanding of these Policies and Guidelines by completing the checkbox found on page #7 →



APPLICATION FORM

Name (Artisan 1): _____

Business Name: _____

Address: _____ City: _____ Postal Code: _____

Email: _____ Phone: _____

Website _____

Facebook _____ Instagram @ _____ Tiktok @ _____

Are you a ☐ New Exhibitor ☐ Previous Exhibitor If so, most recent year: _____

Would you like to be added to the CCAC's email mailing list for notice of other artisan opportunities? (please circle)

Yes No

Type of samples if provided: ☐ Photos (digital or print) ☐ Physical Product

ARTISAN 2 (Complete for shared booth application; single artists may disregard):

Name (Artisan 2): _____

Business Name: _____

Address: _____ City: _____ Postal Code: _____

Email: _____ Phone: _____

Website: _____ Facebook _____ Instagram @ _____

Are you a ☐ New Exhibitor ☐ Previous Exhibitor If so, most recent year: _____

Would you like to be added to the CCAC's email mailing list for notice of other artisan opportunities? (please circle)

Yes No

Type of samples if provided: ☐ Photos (digital or print) ☐ Physical Product



BOOTH FORM

Special Requests: *(please circle all that apply)*

- **Corner?** Yes No
- **Wall/Space behind?** Yes No

Wall spaces are very limited, if yes, please specify a reason: _____

*****The Chilliwack Community Arts Council does its best to give everyone the best placement possible; however, the above requests are NOT GUARANTEED.*****

Single Booth (10' x 8') Earlybird - **\$325** *Before June 30th 2023, after June 30th is **\$420**

.....\$ _____
OR

Double Booth (20' x 8') **\$565**

.....\$ _____
(Double booths are a request only and will only be provided if space is available
or at the discretion of the selection committee)

Tables (8' x 2'6") **\$25 each (pre-ordered)** **X # of Tables** _____ = \$ _____

(Additional tables requested day-of at market will be **\$30** each. **Tables are not supplied unless requested.**)

Overnight RV Parking **\$25 per night** **X # of Nights** _____ = \$ _____

Power - One 12 volt/750 watt plug **\$25 wknd**..... **YES NO** = \$ _____

WIFI - access to a secure wifi line **\$20 wknd**..... **YES NO** = \$ _____

TOTAL \$ _____

**Full payment must be made upon acceptance, after receiving an emailed invoice from the Chilliwack Community Arts Council. Payment by Visa, MasterCard, or cheque is preferred.
Post-dated cheques will not be accepted.**

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Note: Accepted artisans will receive detailed instructions on booth requirements in their information package, closer to the market dates. If you have any questions or concerns, please contact ccm@chilliwackartscouncil.com.



EXHIBIT FORM – PAGE 1

If more space is needed please attach a separate form.

DESCRIPTION, DRAWING, OR PHOTO OF PLANNED BOOTH DISPLAY:

This is necessary for allocation of booths. All booths must fit within the booth parameters.

Single booth = 10' wide x 8' deep; Double booth = 20' wide x 8' deep.

Photos of past displays may be attached to this form.

PLEASE EXPLAIN YOUR CREATIVE PROCESS:

Explanation of how you create your products, step-by-step. If there are others involved in your process, please explain how they assist you.

