

market events

SPRING & FALL JEWELLERY MARKET APPLICATION

Spring Jewellery Market - Saturday, May 11, 2019
Fall Jewellery Market - Saturday, September 28, 2019
10 A.M. - 4 P.M.

The Spring and Fall Jewellery Markets will take place in the Atrium on the main floor of the West Vancouver Community Centre (WVCC), creating easy flow through the show. We will also have an ATM on site.

We work diligently to market the show, attracting new and repeat customers. The event will be promoted through social media, print media, website, posters, flyers and we will have signage around the community to attract vendors and shoppers. We encourage all vendors to do their own marketing as well.

PLEASE NOTE: We will have a total of 32 tables for each market date, of which 24 tables will be allocated to vendors who attended our 2018 Spring and Fall WVCC Jewellery Markets on a first-come, first-served basis. The remaining 8 tables will be allocated to all other successfully juried jewellery vendors on a first-come, first-served basis.

Five weeks prior to the market date, any previously allocated Retuning Vendor tables not sold, will be made available for all other jewellery vendors.

All new vendors wishing to apply for the Spring and Fall 2019 WVCC Jewellery Markets must also submit a Market Events Standard Jury Form* and supporting documentation.

**Vendors only need to complete the Standard Jury Form once. If a vendor's Standard Jury Form is approved, they may submit an individual Market Event Application for this event, and other applicable market events. The approved Standard Jury Form does not expire. If you anticipate significant product changes you may be required to submit a new Standard Jury Form, please contact the Market Events coordinator at marketevents@westvancouver.ca.*

ALL APPLICANTS ARE CONSIDERED AND REVIEWED UNTIL TWO WEEKS PRIOR TO THE MARKET DATE, OR UNTIL THE MARKET IS FULL.

ONCE YOU'VE APPLIED

The initial selection for the Spring and Fall 2019 WVCC Jewellery Markets will begin January 7, 2019 and continue until two weeks prior to the market date or the market becomes full. We will maintain a waitlist for full markets. You will receive a confirmation e-mail upon receipt of your application.

In order to cancel and receive a refund (minus a \$30 administration fee), you must issue a cancellation request **3 weeks before each market date**. Please see below for the exact withdrawal dates for refunds.

Refund Withdrawal Dates

Market Date	Refund Date
May 11 (Spring)	April 19
September 28 (Fall)	September 6

APPLICATION SUBMISSION DIRECTIONS

BY EMAIL

Please save your application and send it as an email attachment to marketevents@westvancouver.ca

BY MAIL

West Vancouver Community Centre | Market Events
c/o Derek Lowe
2121 Marine Drive, West Vancouver, B.C. V7V 4Y2

ONE MARKET DATE APPLICATION

If you are applying to attend for only one Jewellery market date, which date would you like to attend?

- Sat, May 11 (Spring)
- Sat, September 28 (Fall)

If we are not able to provide you with a spot on the date you requested, would you be willing to come on the other date?

- Yes
- No

BOTH MARKET DATES APPLICATION

If you apply for both market dates, you are not guaranteed to be approved for both dates.

If we can only provide you with one date, please select your first choice date to attend:

- Sat, May 11 (Spring)
- Sat, September 28 (Fall)

Freedom of Information and Protection of Privacy Act

Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used only for the purpose of processing the Jewellery Market Application. If you have any questions about the collection and use of this information please contact Legislative Services, Records and Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.

CONTACT INFORMATION

Name and Last Name

Company Name (if applicable)

Mailing Address

Town/City

Province

Postal Code

Home Telephone

Business Telephone

Cell

E-mail

Website

Facebook Page Address

Will you be participating in other shows in the Vancouver area this year?

Yes

No

If yes, where?

Did you participate in the 2018 Spring and Fall WVCC Jewellery Market(s)?

Yes

No

Please indicate what product(s) you will be selling:

SPECIAL REQUESTS

We will do our best to accommodate special requests, however we cannot guarantee that all will be granted.

Please check your preferences:

I don't need a table, I have my own setup (must not take more space than allotted by a table)

Centre of room is preferred

Corner of row is preferred

Near an electrical outlet, if possible

Same table as last year

Second table* (extra cost of \$91 per additional table)

*If you require more than a 4.5 x 6 foot display boundary, you are required to purchase additional table(s).

Other requests/comments:

PAYMENT INFO

Payments will be processed for all accepted vendors as soon as their acceptance notice has been sent. Payments will be processed for all accepted market dates at that time. \$91 registration fee per table, per market date is payable by cheque or credit card. Cheques are payable to **West Vancouver Community Centre**. **You may be charged an Annual WVCCS Membership of \$6.

Cheque to follow by mail, or attached.

MasterCard

Visa

AMEX

Name as it Appears on Card

Credit Card Number

Expiry Date

CVC/CCV Number*

*CVC/CCV is the three digit number on the back of the card. Please note that credit card information can also be called in to 604-921-2106

DISCLAIMER

I confirm that although I have been granted approval status on my Market Events Standard Jury Form, the Market Events team reserves the right to not accept my application into this event.

I confirm that I have read, and understand the information contained in the Event Information section of this application.

I confirm that if my set up is larger than the allocated space that I have paid for, I may be charged a fee on the day of the market, or be asked to reduce my set up.

First and Last Name

Date

PLEASE SUBMIT YOUR APPLICATIONS AS SOON AS POSSIBLE.

EVENT INFORMATION



IMPORTANT EVENT INFORMATION

All vendors must fill out the 2019 Spring and Fall Jewellery Market application.

Please make note of these important details regarding table location and set-up. Your cooperation in making this a successful event for everyone is greatly appreciated. We will do our best to accommodate special requests but cannot guarantee they will be met. Thank you and good luck with your sale!

VENDOR CONDUCT

1. Vendors that arrive past 9:45 a.m. and or leaves earlier than the end time of the event may not be invited to participate in future markets.
2. Vendors will respect their neighbours need to move around their display tables and for shoppers to have access to all vendors.

EVENT SCHEDULE

1. The event takes place from 10 a.m. to 4 p.m. on **Saturday, May 11 (Spring) and September 28 (Fall), 2019.**
2. Table set up is from 8 to 9:45 a.m. on the dates listed above.
3. PLEASE arrive on time and be set up by 9:45 a.m. or your table will be forfeited.
4. Access to the Community Centre and for unloading can be from two points:
 - a) The plaza parking lot accessed off Gordon Avenue between 21st and 22nd Street. Once you have unloaded your items, you **must** move your vehicle to allow customers easy parking and accessibility during the sale. Any cars not removed from the unloading area, may be ticketed at the owners expense.
 - b) The underground parking lot. Enter off the round-about at 21st and Fulton Avenue. There is an elevator from the parking lot directly to the Atrium of the Community Centre.

PLEASE NOTE: Parking in the underground and surface lots is limited to **three hours only**. Parking is closely monitored so make sure your car is parked on a side street, not the Community Centre site.

TABLE ASSIGNMENTS

1. Table assignments are yet to be confirmed. Your table number will be given to you upon arrival. We will try to accommodate prior requests as best as possible but cannot guarantee any requests.
2. Your name and table number will be on your table.
3. All tables will be in the Atrium. No wall space available.

DISPLAY AREA BOUNDARY

1. Your display must be freestanding. A 2.5 x 6 foot table and two chairs will be provided.
2. Your table boundary and display area is to be no more than two feet in front of your table. If you remove the table we supply for you or bring your own table, you are limited to the TOTAL display boundary of 4.5 x 6 feet.
3. These restrictions ensure safe and easy flow of traffic and adequate space for neighbouring tables.

MISCELLANEOUS

1. Power is available on a limited basis. You must bring your own power cords and duct tape to secure the cords to the floor.
2. Please bring your own cash float. West Vancouver Community Centre will not have change available for vendors.
3. There will be an ATM on site for customers.
4. Please bring your own bags to put customers' purchases in.
5. The West Vancouver Community Centre has free public WIFI throughout the building. No Password required. *WIFI can be slow depending how many people are using it on market day.

