

MARKET EVENTS APPLICATION AND JURY FORM

The West Vancouver Recreation Markets take place in the West Vancouver Community Centre (WVCC). Staff work diligently to market the show and attracting new and repeat customers. The event will be promoted through social media, print media, website, posters, flyers and will feature signage around the community to attract vendors and shoppers. Vendors are encouraged to do their own marketing as well. *Please note: Tables are allocated on a first-come, first-served basis.*

APPLICATION & JURY PROCESS

All vendors interested in participating in West Vancouver Recreation Markets are required to be juried. The Market Events Standard Jury Form is included in this application.

Applications are accepted during the posted application period listed on the website at westvancouver.ca/eventsandtrips.

Vendors can apply to participate and only need to apply once and attend at least one community rec market event per calendar year to remain active*. Vendors who do not participate in at least one event will become inactive and will be required to reapply.

Once a vendor is approved, they will receive the required prerequisite on their Activewestvanrec account, allowing them to register in upcoming market events.

**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.*

Registration dates for markets will be available online and registration can be done online, over the phone, or in person.

***Payment is required at the time of registration.**

To cancel, vendors must issue a cancellation request in writing 3 weeks before the market date. Cancellation notices received before the deadline will be granted a refund (less a \$40 administration fee). **No refunds will be given within three weeks of the market.**

APPLICATION/JURY FORM SUBMISSION DIRECTIONS

By Email

Please save the Application/Jury Form and send it as an email attachment to marketevents@westvancouver.ca.

By Mail

West Vancouver Community Centre | Market Events
c/o Melissa Goddard
2121 Marine Drive, West Vancouver, BC V7V 4Y2

In Person

Drop off at the West Vancouver Community Centre front desk to the attention of Melissa Goddard.

OFFICE USE ONLY

Application approved: Yes No

Prerequisite added to account: Yes No

Date

Staff Name

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 Community Rec 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

I am a young maker (13 to 18 years): Yes No

Full Name

Company Name (if applicable)

Mailing Address

Town/City

Province

Postal Code

Home Telephone

Business Telephone

Cell

E-mail

Website

Social Media – Instagram handle, Facebook page, etc.

You will need to create an activewestvanrec account in order to register.

Please visit activewestvanrec.ca to create an account.

What is the phone number your account is under?

PRODUCT DETAILS

Please indicate which category you would classify your product(s) in.

- Visual Art (painting, photos, pottery)**
- Food** – Home-based food is NOT accepted. All food products must be made/packaged in a commercial kitchen. All food vendors are subject to approval from Vancouver Coastal Health.
- Jewellery**
- Clothing and accessories (purses, scarves, hats, belts)**
- Body care (perfume, lotions, soap)**
- Other (please explain):**

DECLARATION OF AUTHENTICITY

- The majority of my materials are locally sourced and items are hand crafted in BC
- The majority of my materials are imported and items are hand crafted in BC
- My materials are imported and hand crafted outside of BC

JURY FORM CHECKLIST

Your application must include the following:

- PHOTOS** – Please submit at least four printed or digital hi-res photographs of the product(s) you would like to sell (preferably 300 dpi or higher). One photo must be of your table set-up and display.
- PRICE LIST** – Please include a sample price list for the products you wish to sell.
- DECLARATION OF AUTHENTICITY** – Please submit a short (one page max) explanation of the process and your involvement in producing your products.
- FOOD VENDORS** – Please attach a copy of your letter of confirmation or permit/License to Operate from Vancouver Coastal Health.

DISCLAIMER

- I confirm that although I have been approved as a West Vancouver Community Recreation Market Vendor, the Market Events team reserves the right to not accept my registration into a Market Event.
- I confirm that I have read, and understand the information contained in the Event Information section of this application (page 3).
- I confirm that my set-up will be within the allocated space (2.5 x 6 feet), and exceeding these limits is not permitted.
- I confirm that I have read, and I understand that approval as a West Vancouver Community Recreation Market Vendor will not guarantee my acceptance into Market Events that I choose to register for.
- I confirm that I understand as an approved West Vancouver Community Recreation Market Vendor I need to attend a minimum of one market event per calendar year in order to remain active. I understand that should I become inactive I will be unable to register in any market events and will have to resubmit my application and jury form.

First & Last Name

Date



IMPORTANT EVENT INFORMATION

Please make note of these important details regarding table location and set-up. Vendor cooperation in making this a successful event for everyone is greatly appreciated.

Staff will do their best to accommodate special requests but cannot guarantee they will be met. Thank you and good luck!

VENDOR CONDUCT

1. Vendors that arrive past 9:15 a.m. and or leaves earlier than the end time of the event may not be invited to participate in future markets.
2. Vendors that start setting up their tables before 7:30 a.m. may incur a penalty.
3. Vendors are not allowed to share tables. **Each participating vendor will be registered for their own table.**
4. 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 9:30 a.m. to 2:30 p.m.
2. Table set up is from 7:30 to 9:15 a.m. on the market day.
**Vendors who start setting up their tables prior to 7:30 a.m. may incur a penalty.*
3. PLEASE arrive on time and be set up by 9:15 a.m. or the 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 items have been unloaded, vendors **must** move their vehicle to allow customers easy parking and accessibility during the sale. Any cars not removed from the unloading area, may be ticketed at the owner's expense. **Please use caution in this area, as it is a high pedestrian area.**
 - 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 be given upon arrival. Staff will try to accommodate requests as best as possible but cannot guarantee any requests.
2. Vendor's name will be on the table (the name indicated on the registration).
3. Vendors are not allowed to share tables. Each participating vendor will be registered for their own table.

DISPLAY AREA BOUNDARY

1. Displays must be freestanding. A 2.5 x 6-foot table and two chairs will be provided.
2. The total display and table boundary is 2.5 x 6 feet. If vendors remove the table supplied, the display must fit the booth size of 2.5 x 6 feet.
3. Additional display space is not available to purchase. Vendors who exceed the display limits will be asked to remove them. No large signs can be displayed behind the booth or next to it. All display items must be contained to the booth limits.
4. No wall space available.

These restrictions ensure safe and easy flow of traffic and adequate space for neighbouring tables.

MISCELLANEOUS

1. Power is available on a limited basis. Vendors must bring their own power cords and duct tape to secure the cords to the floor. If vendors require power, it must be indicated at the time of registration. Day-of requests will not be accommodated.
2. Vendors are required to supply their own cash float. The WVCC will not have change available for vendors.
3. Vendors are required to supply their own bags.
4. Vendors must provide their own tablecloths/table coverings.
5. The WVCC has free public Wi-Fi throughout the building. No Password required. **Wi-Fi can be slow depending how many people are using it on market day.*
6. There is no ATM on site.