



Richmond Hill Arts Council

Let's grow together

2022 Festival Market & Art Expo Vendor Application & Handbook

Deadline to apply: November 20, 2022

RHAC & Organizer Contact Information

- **Email:** richmondhillartscouncil@gmail.com
- **Website:** www.rharts.ca

Market Location, Dates & Hours of Operation

- **Building:** The Richmond Hill Centre for the Performing Arts (10268 Yonge Street, Richmond Hill, ON)
- **Date:** December 04, 2022
- **Final deadline** to apply for a booth is November 20th, 2022 @ 11:59pm
- **Hours of Operation:** Doors open to the public from 10:00 am - 7:00 pm (**vendors must be set up by 9:45am latest**)

Application & Selection Process

Every vendor must complete and submit the following form to richmondhillartscouncil@gmail.com or through our online application link on the www.rharts.ca website. Vendor applicants must also send at least 5 images of their products or past vendor booths to richmondhillartscouncil@gmail.com. Once the form has been submitted and pictures have been sent, the Events Team will review the application and select vendors on a first come first serve basis and for their individuality and uniqueness so as not to duplicate mediums or wares available to customers at the event. The following will be considered:

- The items offered for sale are made or produced by the applicant with originality and quality of craftsmanship.
- The items are unique and do not closely resemble similar products being sold by other vendors.

Vendor & Product Approval Process

The Richmond Hill Arts Council's (RHAC) Events Committee makes the decision for vendor and product acceptance. Should vendors wish to sell products that have not been previously listed on their application form, they must submit a list and/or pictures of the item(s) to richmondhillartscouncil@gmail.com for approval before they can be offered for sale at the event. Any decisions to reject a vendor or product(s) will be communicated to the vendor electronically via the email they have listed on their application. The Event Manager & Administrator will maintain a list of all products or works approved for sale at the event.

Vendor Fees

All fees are non-refundable and must be paid by the applicant upon receiving their electronic acceptance as a vendor for the event. **Details on payment methods and instructions will be sent along with the electronic vendor acceptance email.**

Please note that tables and vendor spaces are limited and will not be considered reserved until payment has been received.

Once we have received your payment, we will contact you to let you know that your application is complete.

- **RHAC Member Fees:** To receive the rates below, applicants must already be a member as of January 2022 or submit their application and payment for 2-year membership before sending in their vendor application. Prorated membership will not be accepted.
 - \$80 CAD for the event space, a 6' table, and 2 chairs
 - \$120 CAD for the event space, two 6' tables, and 4 chairs
- **Non-Member Fees:** If you prefer not to become a member of the RHAC, the following rates apply.
 - \$150 CAD for the event space, a 6' table, and 2 chairs
 - \$190 CAD for the event space, two 6' tables, and 4 chairs
- **Refunds & Cancellations:** All fees are non-refundable except in the event of cancellation by The Richmond Hill Arts Council. Vendors will not be allowed entrance to set up at the event until the required fee is paid.

Space Allocation

The typical space dimensions (**approximately a 10' x 10' space per vendor**) will be provided to you upon vendor acceptance and depending on your chosen fee option. Vendors should not bring any displays that exceed the parameters given to you. The RHAC will assign vendor locations which cannot be changed or switched with other vendors without approval from the Event Manager & Administrator first.

Priority will be given to RHAC members who apply as a vendor. The RHAC's Events Committee will assign spaces taking into consideration:

- Table / space availability & member priority
- Date of application & completed fee payment
- Product category or artwork medium and its compatibility with neighbouring vendors
- Special requirements such as hydro. Please note that we may not be able to guarantee these requirements.

Vendor Responsibilities & Contract

All vendors and vendor applicants are responsible for making themselves aware of, and fully compliant with, The Richmond Hill Arts Council's "2022 Festival Market & Art Expo Vendor Application & Handbook," and the governing Municipal, Provincial and Federal legislations.

Legislation: It is the vendor's sole responsibility to make themselves aware of, and comply with any and all Municipal, Provincial and Federal Laws and Regulations over sales, packaging, labelling, measures of health and safety of products being sold at the event, as well as possible or required insurance or certification. The Richmond Hill Arts Council, The Richmond Hill Centre for the Performing Arts, The City of Richmond Hill, and any volunteers or staff at the event are not responsible for advising vendors of these laws and regulations or for dealing with government officials that may visit the market for the purpose of inspection.

Set Up & Tear Down: Vendors will be allowed into the building and to their allocated space starting at 8:00 am. Vendors must be fully set up at their allocated space and table(s) no later than 9:45 am. Doors open to the public starting at 10:00 am and will remain open until 7:00 pm. Tear down will commence no earlier than 7:05 pm. Vendors must have their entire allocated space completely torn down and returned to its original condition before 8:00 pm. Volunteers may be available to help bring in and out products and displays during set up and tear down times, however it is the vendor's sole responsibility to make sure all their products are set up or torn down within the appropriate times mentioned in this section.

Cleanliness & Garbage Removal: Product sales must be confined to the designated table(s)/area. Additional stock and personal belongings should be stored under the tables and the area kept neat, tidy and secure. Table(s) and the allocated space must remain clean and free from waste/garbage for the whole duration of the event. This is crucial for the prevention of safety hazards and event flow.

Vendor Punctuality & Participation: Vendors, or their substitutes, must remain and keep their table(s) open for the whole duration of the event (10:00 am - 7:00 pm). Late arrivals and early departures disrupt the event, can be a safety issue, and annoy customers and other vendors or performers. Vendors who may experience a last minute emergency that would prevent them from setting up or tearing down on time, and staying for the full event, must contact the Event Manager & Administrator to advise of the situation. Their numbers and contact will be provided to you upon acceptance as a vendor.

Subletting & Substitutions: Vendors and vendor applicants should be advised that they may not sell, sub-let or rent out their allocated space or table(s) to other vendors or persons. However, vendors who wish to send or place substitutes at their booth may do so at their discretion. It is the vendor's sole responsibility to provide a substitute should they need to take a break or if in the case of an emergency.

2022 Festival Market & Art Expo Vendor Application

Deadline to apply: November 20, 2022 @ 11:59pm

Company / Individual Participating (Full Name): _____

Contact Person (Full Name): _____ **Contact's Phone #:** (_____) _____ - _____

Website / Social Media: _____ **Email:** _____

Full Home / Business Address: _____

Emergency Contact Name, Relation & Phone #: _____

Please Select One:

Member: \$80 CAD for the event space, a 6' table, and 2 chairs

Non-Member: \$150 CAD for the event space, a 6' table, and 2 chairs

Member: \$120 CAD for the event space, two 6' tables, and 4 chairs

Non-Member: \$190 CAD for the event space, two 6' tables, and 4 chairs

Merchandise Description (Vendors Only)

All goods being sold must be the Vendor's own creations. No pre-manufactured goods are permitted. Vendors must disclose the type of products being sold. Please use the space below to write a detailed list or description (approx. 25 words or less) of the items you will be selling at your table. Only items listed below will be allowed for sale at the event. Any alterations thereafter must be agreed upon in writing by the organizers prior to the event.

**Please write your name on the top and staple an additional page to this application if you need more space to list your merchandise*

Merchandise Price Range (Vendors Only): _____

- Image Submissions:** I understand that inclusion in this event is subject to a first come first serve basis and approval by the Richmond Hill Arts Council. For this application to be considered submitted, a submission of at least 5-hi-res images of your products or past booth set ups must be emailed to richmondhillartscouncil@gmail.com Please use "HOLIDAY VENDOR 2022 IMAGE SUBMISSIONS" as the subject line of your email.
- Will you be bringing your own Debit / Credit Card Machine?** Disclaimer: please note that the company or individual participant as stated above is responsible for bringing their own debit or credit machine, and any other equipment or extension cords, should you require them. These will not be provided to you. Electricity / plug in availability is still to be determined.

COVID-19 PRECAUTIONS

COVID-19 precautions may be in effect and are subject to change based on the regulations set forth by the Richmond Hill Centre for the Performing Arts and the City of Richmond Hill during the time of the event. Should precautions be in effect at the time of the event(s), we will send an email indicating the requirements.

WAIVER

I agree that I, _____ (please print), shall operate my table(s) and allocated space at my own risk. The Richmond Hill Arts Council, the City of Richmond Hill, the Richmond Hill Performing Arts Centre, or any employees, officers, members, volunteers, affiliates or sponsors, shall not in any way be held responsible or liable for any physical injuries, damages, thefts or loss of property. Proper insurance coverage and operation of the sale table/booth is my sole responsibility.

MARKETING & MEDIA PARTICIPATION

I agree that I, _____ (please print), shall participate in the promotion of the 2022 Festival Market & Art Expo event. I understand that I will be provided digital posts that I can use to post on my social media accounts to help extend the market reach. I agree to attend the Vendor's Information Meeting for information about the event, and to pick up my Vendor's package. I understand that I can also pick up printed marketing brochures or postcards for distribution to extend market reach.

By completing this form and signing below I, _____ (please print) agree to have carefully read and fully understand the terms of this contract and participation as a vendor or performer for the 2022 ArtFest & Holiday Market event hosted by the Richmond Hill Arts Council.

Signature of Applicant: _____ Date Signed: _____

Printed Full Legal Name of Applicant / Organization: _____