



2010 Christmas Market Policies

We are delighted to be able to offer a Christmas Market during the Christmas on the Peninsula Festival. The event will be held at White Rock Community Center.

Standard committee

A standard committee will decide which products will be part of the Christmas Market. We are looking for articles of high quality, unique, gift ideas and Christmas decorations.

Government safety and labeling health regulations must be met. All prepared food items to be sold at the market must meet the Fraser Health Authority regulations and be approved by the District Public Health Inspector of the South Fraser Public Health Unit.

All food handlers must have completed a food safe course.

Please no sharp objects that may be dangerous.

Application Information

Exhibitors (except for Festival and Event Sponsors) must meet the criteria listed above. Send your application, waiver agreement, and payment to:

Jo-Ann Merkel

Christmas on the Peninsula Society – Christmas Market

3685 – 142nd Street,

Surrey, BC

V4P 0C2

Once we have received your application and the Standard Committee has done their selection, you will be sent a confirmation letter, with instruction for checking in on Event Day and a map. A parking spot, vendor space and ID badge will be provided on Event Day upon check-in.

Credit Cards/Debit Transactions

There is no phone jack available for credit cards and debit transactions. Please come prepared to handle manual transactions. A bank machine is available across Russell Mews opposite the entrance to White Rock Community Centre.

Tables

Tables will be provided. Every effort will be made to accommodate the wishes of the individual vendors, allocation of table sites will be determined by the committee and its market manager and that decision will be final. No extra tables or products may be put up without permission of the Market Manager. The colours of the Festival are red and green so tablecloths in red, green, black or white are encouraged (no strong colours in blue, yellow etc.). Signs cannot be bigger than letter size without prior permission of Market Manager.

Vendors

The Festival Committee reserves the right to limit the numbers of vendors which have similar products or services or which are not fitting with the themes. This will enable all participating vendors to have less competitions allowing them greater opportunity to prosper from the event.

Setting up and taking down

Vendors are expected to be in place the night before the Market opens and to stay until the prescribed closing time. If you sell out in advance of closing, leave your booth intact and post a sign. Please **do not** start taking down till after closing. In setting up their stall, vendors should make every effort not to encroach on adjacent sites. All booths and adjacent areas must be left clean at the end of the market.

PLEASE REMOVE ALL GARBAGE.

Any excess noise from vendor operated equipment is prohibited. No music please!

Advertising

This year the festival will be promoted in newspapers, bulletins and newsletters, posters and flyers.

Dates

<i>Set-up:</i>	<i>Friday November 26th</i>	<i>6:00 pm – 8:00 pm</i>
	<i>Saturday, November 27th</i>	<i>Ready by 8:30 am</i>
<i>Hours of operation:</i>	<i>Saturday November 27th</i>	<i>10:00 pm – 6:00 pm</i>
	<i>(VIP Sale November 27th</i>	<i>9:00 am – 10:00 am)</i>
<i>Take-down:</i>	<i>Saturday November 27th</i>	<i>6:00 pm – 8: 00 pm</i>

Liability

The Christmas on the Peninsula Society is not responsible for stolen or damaged merchandise while the vendor is at the Market. The Christmas on the Peninsula Society is not responsible or liable for any injuries or an accident occurring on site, transporting or removing their products. The vendor is responsible for notifying the customer of potential health hazards surrounding their products i.e. allergies pertaining to skin products. Christmas on the Peninsula Society accepts no responsibility associated with returned cheques and declined credit card payments, etc.

Parking

Each vendor will be allocated one parking spot. A parking pass will be issued upon registration.

Rental fee

\$50 *small table* – 6 ft., \$70 *large table* – 8ft., \$25 deposit with application, balance 2 weeks before event

Cancellation Policy

Deposit will not be refunded in the event of cancellation. Deposit will be retained by the society to offset incurred administration expenses. The society reserves the right to cancel a booking within seven days of space rental.

Cancellation Policy: **72 hours notice must be given to the Market Manager via phone or email.**

Depending on the reasons a credit may be given.

Market Manager is Jo-Ann Merkel – (604) 542-4840