



# Christmas on the Peninsula Festival

## 2018 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.

### Deadlines for Standards committee's jurying

A Standards 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, as well as new and innovative products in keeping with the Christmas spirit. **The deadline (arrived at our mail box) for first jurying is March 31<sup>th</sup> and for second jurying April 28<sup>th</sup>.**

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. See "Temporary food businesses and special events" section here: <http://www.fraserhealth.ca/health-info/health-topics/food-safety/food-business/> All food handlers must have completed a food safe course. Please do not include sharp objects, which may be dangerous.

All exhibitors (except for Festival and Event Sponsors) must meet the criteria listed above.

### Application Information

Please send your:

1. Application
2. Waiver agreement
3. Photos (can be black & white, printed off website or photocopies - no website reference)
4. Payment (cheque made out to "Christmas on the Peninsula Society") to:

**Christmas on the Peninsula Society – Christmas Market  
c/o South Surrey & White Rock Chamber of Commerce  
#22-1480 Foster Street  
White Rock, BC  
V4B 3X7**

Please note the South Surrey & White Rock Chamber of Commerce only keeps a mail drawer for us. They do not receive fees, take messages, check entry forms or give information regarding the Christmas Market.

Once we have received your full application and the Standards Committee has completed their selection, you will be sent a confirmation email and later (probably end of October) another email with instruction for checking in on Set-up/Event Day and a map. A parking spot, vendor space, two ID badges will be provided 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 to the entrance to the 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 the Society's Christmas Market Manager and that decision will be final. However, if you do have a preference, please let us know and we will try to accommodate you. Please bring extension cord if you require electricity. No extra tables or products may be put up without permission of the Market Manager. Only use space allocated. The colours of the Festival are red and green so tablecloths in red, green, black or white are encouraged (no colours in blue, yellow etc.). **Signs cannot be bigger than letter size except with the prior permission of the Market Manager.**

### Vendors

The Festival Committee reserves the right to limit the number of vendors who have similar products or services or which are not fitting with the theme. This will enable all participating vendors to have less competition allowing them greater opportunity to prosper from the event. Please make sure you send photos (not website info) representative of all products you are planning to sell. Vendors displaying products or articles not applied for, will be asked to remove them (e.g. knitting, jewellery etc.).

### Setting up and taking down

Vendors' set-ups are expected to be in place the afternoon before or by 9:15am on day of the opening of the Christmas Market, and to stay until 5.00pm, the prescribed closing time. **Please make sure your wares are inside your area before 9am, when our VIP Reception for invited guests only starts. If you did your setup the day before, please be at the market before 9.30am.** Since over 1,500 visitors attended last year, please have enough products on hand. 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. Please have your booth set up by 9.15am on Saturday in order to facilitate the jurying of booths. Try to finish takedown by 5:30pm or shortly thereafter.

Any excess noise from vendor-operated equipment is prohibited. We also request no music please, since there will be ongoing music programs!

### Advertising

The festival will be promoted in newspapers, bulletins and newsletters, posters, flyers and websites, including ours at [www.christmasonthepeninsula.com](http://www.christmasonthepeninsula.com)

**Dates**

*Set-up: Friday, November 23rd 2:00pm - 3:45pm*

*Set-up: Saturday, November 24th 7:30am - 9:15am*

*Hours of operation: Saturday November 24th 10:00am - 5:00pm  
(VIP Sale November 24th 9:30am - 10:00am)*

*Take-down: Saturday November 24th 5:00pm - 6:00pm*

**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 any accident occurring on site, while displaying, transporting or removing their products. The vendor is responsible for notifying the customer of potential health hazards surrounding their products e.g. allergies pertaining to food or 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 in the parkade under WR Community Centre. Cars parked at the Miramar Village Plaza will be towed away at the owner's expense.

**Rental fee**

Small table (6ft) - \$60, large table (8ft.) - \$80. 10+ feet (8ft. table + extra space) - \$100  
The registration fee will be due in full when application forms are submitted.

**Cancellation Policy**

**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. \$10 of the fee is not refundable, if vendor cancels.**

*Liv Butow  
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