

*“Artisans in the Garden”
Holiday Show & Sale
at the VanDusen Garden Festival of Lights*

Saturday, December 8, 2018 4PM – 9:30PM

in the Floral Hall

Hosted by The Creative Jewellers Guild of BC

VENDOR CRITERIA & APPLICATION

Creative Jewellers Guild Guidelines

1. **Eligibility:** All artists/vendors who wish to participate in the Artisan Jewellery Show and Sale must be members of the BC Lapidary Society in good standing. *Those that are not members will be required to join the Creative Jewellers Guild of BC. The membership fee is \$35. **(Note: this is for insurance purposes)**
2. **Waiting List:** Space is limited. After all available spaces are filled, a waiting list will be established and space is offered on a first-come first-served basis.
3. **Table Fee Refund Policy:** If an artist cannot participate and drops out of the show, a refund of fees will be issued only if the person notifies the show committee by email (artisanjewelleryshow@gmail.com) by the established deadlines (see page 3).

Vendor Information

Access to the venue for set up begins 2 hours prior to the show opening time. Take down must not begin before show closing time and must be completed no later than 2 hours after closing time.

Vendor tables are 6ft x 30in. and are supplied by the Show committee. If you do not require the supplied table, please advise, vendor space is 6ft x 6ft with or without the supplied table.

Each artist is responsible for supplying and using their own table covers/draping.

Electricity is supplied free of charge. However, each vendor is responsible for supplying his/her own extension cords, power bars (if needed) and lighting.

Criteria

1. All work displayed for sale at the Artisan Jewellery Show & Sale 2018 **MUST** be of the artist's original design and substantially manufactured by the artist.
2. As this is a Show & Sale, the Artist **MUST** be present at the Show & Sale to interact with the public.
3. No more than 15% of the total number of pieces on display for sale may be unfinished work, such as finished loose stones, pearls, beads, findings.
4. Displays & props such as stones, crystals and mineral specimens cannot be for sale.

Responsibilities

The Creative Jewellers Guild of BC is not responsible for theft or damage of pieces during set up, take down and during the show. Please ensure your table/booth is not left unattended.

For Artists who make Sculpture or large pieces

1. Displays must not be hazardous to the client or vendor community.
2. Sculpture pieces that are top heavy presenting a tip over hazard will not be accepted.
3. Pieces with sharp protrusions or sharp edges should be displayed in such a manner as to eliminaterisk of injury.

Application Deadline

Applications must be received by June 30, 2018. Vendors will be notified by email of their acceptance. Cheques will be held until acceptance into the show, others will be returned.

Applications & payments to be mailed & payable to:
Creative Jewellers Guild of BC - c/o 4934 Central Ave, Delta, BC V4K 2G6
Email Pictures to: artisanjewelleryshow@gmail.com

Vendor Application/Exhibitor Information

Exhibitor/Vendor Name: _____

Business Name: _____

Mailing Address: _____

Phone #: _____ **Email:** _____ **Website:** _____

Table Space/Costs

Note: Each vendor space is 6ft X 6ft. If more space is required please contact the committee and we will do our best to accommodate your request if possible (additional fees will apply).

membership fee* of \$35

*For insurance purposes, a vendor must be a current member of the BC Lapidary Society.

***If you are not currently a member, please include this fee in addition to your payment.**

-6'x6' space - \$105.00 (includes 6ftx30in table)

-3' table space - \$55 (please note that this is a **shared table**, spaces are limited)

-request for additional space @ \$18 per foot (1'wide x 6' depth)

Application Package Details

Three images must accompany this application. Images must be representative of work to be sold at the show and meet the outlined criteria. Electronic images are preferred. If electronic images are not available, you may mail in prints with your application. Photos should be high resolutionjpps, at least 4x6 inches.

*If you would like your photos to be considered for placement on the show postcard, please submit your photos before August 1st, 2018 and sign here:

I, _____ (name) authorize the use of my submitted photos for the purpose of advertising for this event.

Signature _____

Title your image files with your name and a brief description or image number ie:(davesdesigns-silver-ring.jpg) *also please indicate some examples of your price points for these items.

Image #1 Title _____ Description _____
Image #2 Title _____ Description _____
Image #3 Title _____ Description _____

Please describe your inspiration, method and process in creating your pieces:

Refund/Cancellation Deadlines

Notification must be received by email by the following dates: artisanjewelleryshow@gmail.com

100% refund before September 1st, 2018

50% refund before September 30th, 2018

0% refund after October 1st, 2018

Agreement

By signing this application, you agree to abide by the Show Guidelines, Criteria and Display requirements and acknowledge that you have read the application in full.

Signature: _____ **Date:** _____

Total fee submitted: \$ _____

Please Note: If you receive a response saying your application is denied at this time, please under no circumstances interpret it as a rejection of you or your work.

Please don't think we never want to hear from you again, we would love to have you apply for another show. It simply means that this time your work might not be the right fit for this year's show or spaces may simply be filled.