



The First Annual Holiday Market Faire at the Gibsons Public Market

Call for Entry 2017

The two-week-long Holiday Market Faire is a celebration of the winter season, for all ages, held at the Gibsons Public Market in December. The public market is set up like a Victorian Village, with inventively decorated trees and wreaths sprinkled along the walk and a new view at every turn. The faire offers a sales opportunity for craft artisans and prepared food producers, daily make-it-and-take-it workshops in the community kitchen, and afternoon and evening events and performances, for children and adults.

To keep the Faire as accessible as possible, admission to events and workshops is \$10 each participant. Admission to the Victorian Village is “pay what you can.” Admission is free on the lower public market level. Tickets to events and workshops will be available through the public market.

The Gibsons Public Market offers marketing of this new and unique event. Vendors are invited to publicize the Faire within their networks as well.

We invite applications from craft artisan vendors: gibsonspublicmarket.com/holiday-market-faire.

Available space is limited to 11 artisan tables per week, with one of these made available free to non-profit associations on a daily basis. The Holiday Market Faire hours are the same as the public market hours for December and faire vendors are required to be open for sales during the same hours. Currently, the public market is open Tuesday to Sunday, 10 am – 6 pm.

We seek a wide variety of exquisitely-crafted gift items for sale, in a wide range of prices, starting from \$5: wood products, candles, jewelry, pottery, fibre, photography, soaps and lotions, decorations, something with lights, kid’s kits or games, planters, or other crafts we haven’t thought of – surprise us!

The products will be reviewed by a jury panel, using the criteria below. Priority will be given to permanent residents of the Sunshine Coast.

Product Criteria – Artisan Craft Products

1. All merchandise must be hand-crafted by the applicant.
2. Gibsons Public Market strives to be a zero-waste facility. Packaging and wrapping must be recyclable or compostable. (Does your product come pre-wrapped for gift-giving, in a compostable package? That's a plus!)
3. We will try for exclusivity for each type of craft in each week. (Exception: the daily non-profit table will not be restricted on the type of product they sell.)
4. Craftsmanship and pricing will be considered. We seek the highest quality in a range of prices that reflect this quality, and yet make the product accessible.
5. We recognize that the HMF is the latest sales opportunity in the season, and that you may be selling at one or more other fairs on the Sunshine Coast before this event. Tell us what part of your product line could be unique for your HMF customers or what special product you would like to offer only at the HMF. Feel free to contact us to discuss this request.

Holiday Market Faire Craft Vendor Regulations

Once approved by the jury panel to sell at the Holiday Market Faire, you will be offered a contract. The contract will include the following terms:

1. Booths are 6' x 8' footprint, with a 6-foot table and a chair provided. One electrical extension cord is included. Each booth is painted to resemble the exterior facade of a Victorian building, between 6' and 8' tall, with various finishes painted on the sides (e.g. brick, plaster, wood plank). The booths are laid out along a curved walking path, village style, and there are no corner booths. Each façade has a place for your sign to hang. HMF provides a piece of standard-sized wood for your sign, which can be painted by you, or by one of our volunteers. In order to keep the look of the village harmonious, you will only use solid black or white drapes or tablecloths in your booth. Booth lighting is your responsibility.
2. Booth fees for 2017 are \$350 per week plus 10% commission. This is an introductory rate, and may be higher in subsequent years. A non-refundable down payment of \$100 is payable with the signed contract, and the remainder of \$250 is due November 8, 2017. If your second payment is not received by that date, your booth will be assigned to another vendor from the approved waiting list.
3. At the end of each sales day, each vendor will prepare a complete daily sales report and give it to the faire coordinator along with a 10% commission on net sales (excluding taxes), payable to the Gibsons Public Market.
4. By December 7, 2017 (December 14 for Week 2 vendors) you will prepare a complete, itemized list of all inventory you will be bringing with you to sell during the week. The blank inventory sheet will be provided for download on the public market web site. One copy of your inventory list is given to the faire coordinator and you will keep a copy for your records. If you use the Square Register or other phone/ipad based app for your sales, your inventory list should be identical to the paper list.
5. Set up time for Week 1 vendors is Thursday, Dec. 7, between 6 and 9 pm. Set up for Week 2 vendors is Thursday, Dec. 14, 7-9 pm. Takedown for Week 1 vendors is Dec. 14 or Week 2 vendors Dec. 21, 6-7 pm.

6. Parking at the Gibsons Public Market is at a premium. All vendors are asked to park at Dougall Park (after you have unloaded your vehicle) in order to provide visitors a great event experience at the Holiday Market Faire and reduce the risk of parking frustrations.
7. After each sales day is ended, vendors are asked to drape their booths with a white sheet, as there may be evening events held at the public market, and we don't want event participants to have access to the booths. You will provide your own drapes.
8. Artisans are expected to be present for the opening hours of the fair, as customers make a connection with the person who made the gift they're buying – as you know, the story the craftsman tells is critical to marketing. You may have help in your booth, and take breaks, but be sure you can be in attendance for the week.
9. If products brought to sell are not the same quality or type as approved by the jury panel, you will not be permitted to sell them at Holiday Market Faire.

Timeline

June 27, 2017, 6 pm - Deadline for artisan craft vendor applications to Gibsons Public Market, 873 Gower Point Road, Gibsons, marked HMF

July 4, 2017 – Faire coordinator advises applicant of conditional acceptance, pending jury panel review of samples.

Applicants not approved will be notified by this date, by email.

July 18 – Jury panel reviews samples of products. Vendors accepted will be offered a contract when samples are picked up. If the approved applications are not sufficient to fill the 20 vendor booth spaces, there will be a second call for entry.

August 1 – Signed contracts and booth down payment - \$100 due.

November 8, 6 pm – Second installment (\$250) due at the Gibsons Public Market reception. Failure to pay this final installment on this date will result in your booth space being offered to an approved wait list vendor.

December 7 6-9 pm - set up for Week 1 vendors

**December 14 6-7 pm – takedown for Week 1 vendors
7-9 pm – setup for Week 2 vendors**

December 21 6-7 pm - takedown for Week 2 vendors

To apply to sell your craft at the Holiday Market Faire,
find the application form at www.gibsonspublicmarket.com

Questions? Contact us at holidaymarketfaire@gibsonspublicmarket.com