



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 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.

Holiday Market Faire events will be posted in November, on the calendar at www.gibsonspublicmarket.com and Holiday Market Faire on Facebook.

The Gibsons Public Market offers extensive 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. Find the application form at <http://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.

We also invite applications from on-site food vendors. There will be four food stalls outside the market. We are specifically looking for seasonal foods to take away or eat-on-the-go, such as roasted chestnuts, bannock, shortbread, hot chocolate, etc. There is a separate application form for outside food vendors.

The Holiday Market Faire hours are the same as Market hours in December, and the vendor is required to be open for sales during the same hours. Currently, the Market is open Tuesday to Sunday, 10:00 am – 6:00 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 (small format only – wall space is very limited), body care products, decorations, something with lights, kid's kits or games, planters, or other crafts we haven't thought of – surprise us!

Craft products will be reviewed by a jury panel, using the criteria below.

Product Criteria – Artisan Craft Products

1. All merchandise must be hand-crafted/grown/produced/assembled 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.
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 a standard size: 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. firewood, trees). The booths are laid out along a 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 (5.5" x 36") for your sign, which can be painted by you, or by one of our volunteers for a \$25 fee. 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 \$250 per week plus 10% commission. This is an introductory rate for 2017. A non-refundable down payment of \$100 is payable with your application (will be processed upon approval of your application, or returned to you if not approved), and the remainder of \$150 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.

Craft artisans are offered a \$100 rebate on your booth rent if you present a 2-hour make-it-and-take-it workshop. The workshop can be scheduled for either week of the Faire. A volunteer can staff your booth if you decide to present the workshop during your sales week.

3. At the end of the sales week, each vendor will prepare a 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. 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.

5. 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.) We want all your customers to have a great shopping and event experience at the Holiday Market Faire and to avoid parking frustrations as much as possible.
6. 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 Market, and we don't want event participants to have access to the booths. You will provide your own drapes.
7. Artisans are asked 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 craftsperson 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.
8. 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.

Holiday Market Faire Food Vendor Regulations

1. 10 x 10 booth tents are available at the Market, or you may supply your own. Food trucks are welcome. Electricity is available. The booth fee is \$200 per week, with a non-refundable deposit of \$100 due with your signed contract. We cannot guarantee the security of the outside food booths, so they will need to be packed up each day.
2. Food vendors are required to have current FoodSafe certification. Contact Coastal Health for questions.
3. Set up each morning will be between 8:00 and 10:00 am. Dates are: Week 1: Dec. 8 – 14 and Week 2: Dec. 15 – 21. The market is currently closed on Mondays.
4. 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.) We want all your customers to have a great shopping and event experience at the Holiday Market Faire and to avoid parking frustrations as much as possible.

Process

Food and artisan craft vendor applications to Gibsons Public Market, 873 Gower Point Road, Gibsons, marked HMF. We will keep the application period open until the 28 spots – 20 craft vendors and 8 food vendors - are filled. Date your application, please, so you get early choice of your favourite Victorian façade. Emailed submissions are welcome at holidaymarketfaire@gibsonspublicmarket.com

There will be an ongoing jury panel review of applications. Vendors accepted will be offered a contract upon approval.

Signed contracts and booth down payment of \$100 will guarantee your spot.

November 8, 6:00 pm – Second installment (\$150) due at GPM reception or by email. Failure to pay this final installment by this date will result in your chosen booth space being offered to an approved vendor.

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

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

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

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

Questions? holidaymarketfaire@gibsonspublicmarket.com