
DiverseCity Multicultural Festival

Artisan Craft Vendors Application Package

Deadline for Complete Submission: May 20, 2019



Hosted by:



Charlottetown — Sunday, June 23 — Queen St.-12 to 8 PM
Montague — Sunday, July 14 — Waterfront Park -12 to 8 PM
Alberton — Sunday, July 21 — Main Street - 12 to 8 PM

Contact: Mark Carr-Rollitt
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(902) 629-5798

Completing the Application

Please read the application guidelines below before completing all sections of this vendor application for the 2019 DiverseCity Multicultural Festival. We recommend keeping a copy of the completed application for your records.

Deadlines & Notifications

- Completed application and all required documents must be received by **Thursday, May 20, 2019** to be considered for the 2019 Festival.
- Your application will be acknowledged, and reviewed for eligibility and acceptance according to criteria set by PEIANC.
- Submission of an application to the DiverseCity Multicultural Festival does not guarantee acceptance to the 2019 Festival. The Festival reserves the right to accept and decline applications. Vendors will be contacted by the Festival regarding the status of their application.

Registration Fee & Deposit

- Artisan Craft Vendor participant fees:
 - \$75.00 to participate in the Charlottetown DiverseCity Festival.
 - \$50.00 to participate in the Montague DiverseCity Festival.
 - \$25.00 to participate in the Alberton DiverseCity Festival.
- The Artisan Craft vendor deposit is \$50.00. Please note, the deposit is separate of the participation fee, the deposit is refundable to vendors who adhere to all regulations set by the festival organizers, after the last date of the festival.
- **All applications must be accompanied with full fee and deposit.** Fees and deposit may be paid by cash or certified cheque. If an application is not accepted, the fee will be returned in full. Fifty percent (50%) of fee is refundable if application is withdrawn by the applicant before Monday, June 10, 2019, **after this date it is non-refundable.**
- **The deposit will be refunded to the Artisan Craft Vendor should the Artisan Craft vendor meet all of the requirements of *Part II-Regulations, Conditions & Deposit.***

Eligibility

- The goods for sale should represent a region, country or a culture.
- All art and crafts must be either hand-made by you or someone you are representing. We do not allow factory-made items that are not culturally representative at our festival. The DiverseCity organizers reserve the right to remove any items they deem unfit to the intent of the Festival. Should this occur, the deposit will not be refunded.

Required Documentation

Part I - Application Form & Registration Fee

Calculate your payment only after reading the Application. This amount must be paid in full with your application with cash or certified cheque.

Part II - Regulations, Conditions & Deposit (Form & Deposit)

Please **read these documents carefully**. You must **sign each form and return to PEIANC** as part of your application.

* ALL fields are mandatory, fill out all fields accurately

Part I - Application Form

Fill out ALL fields

First and Last Name:

Vendor/Business Name (this is the name of your booth):

Description of Craft/Art:

Electrical requirements description:

Mailing Address:

Email: _____

Phone: H - _____ C - _____ W - _____

Signature: _____

Date: _____

Office Use Only

- Application form
- Registration fee
- Regulations, conditions & deposit (form & deposit)

Date: _____

Part I - Registration Fee

Registration Fee

Artisan craft vendors are required to pay a registration fee (cash or cheque) to the PEI Association for Newcomers to Canada (PEIANC) **if you intend to sell** craft or art in the DiverseCity Multicultural Festival.

NOTE: *If you are displaying your craft or/and art, there is no need for you to fill out this application. register online for free as a Craft/Game Demonstrator.*

- \$75.00 to participate in the Charlottetown DiverseCity Festival.
- \$50.00 to participate in the Montague DiverseCity Festival.
- \$25.00 to participate in the Alberton DiverseCity Festival.

NOTES:

- Please set up an appointment to review your application and make payment at the PEI Association for Newcomers to Canada. 902-916-0779, Irina
- Payment can be made by cash or cheque, made out to the PEI Association for Newcomers to Canada.
- The fee is exclusive of the deposit. See Part II Regulations, Conditions & Deposit for information about the deposit.
- Fifty percent (50%) of fee is refundable if application is withdrawn by the applicant before June 10, 2019 after this date it is non-refundable.

Artisan Craft Vendor Registration Fee	Check below	\$
Charlottetown		\$75.00
Montague		\$50.00
Alberton		\$25.00
Registration Fee Total		\$

** Remember to place a check mark on the locations you wan't to participate in.

Office Use Only

Registration fee received

Date: _____

Part II - Regulations, Conditions & Deposit

I, [print name] _____, agree to pay a deposit of \$50.00 [fifty dollars] to the PEI Association for Newcomers to Canada [PEIANC], and in exchange the PEIANC will allow me to be an Artisan Craft Vendor at the DiverseCity Festival(s) for this year, so long as I meet all of the following requirements:

1. Craft vending hours to be determined. You will be notified of the duration of Craft vending for each festival day.
2. Vendors will be allocated a space prior to set-up, as determined by Festival Staff.
3. Vendors shall not assign, sub-contract, or share the whole or any part of their assigned space. Such arrangements are prohibited and shall be deemed null and void. Failure to comply will result in expulsion from the Festival and there will be no refund of fees or deposit.
4. All extension cords must be CSA/ULC approved, and of commercial grade.
5. Power bars are not permitted. This will be strictly enforced, as the use of power bars causes electrical outages.
6. All Environmental Health and Fire regulations must be strictly adhered to.
7. Vendors must keep their booth space clean, and leave their designated area clean and tidy at the end of the event.
8. The DiverseCity Multicultural Festival & PEIANC are not responsible for any lost, stolen, or damaged items.
9. Delivery time is limited to 15 minutes. Vehicles remaining in the loading/unloading area behind the 15 minute limit will be ticketed or towed, and will lose the right to further use the loading/unloading area.
10. Vendors are not to tear down (pack-up) their booth before the closing time set by the festival officials, unless explicitly told to do so by the festival officials.
11. A payment (cash or cheque) for \$50.00 is required as a refundable deposit. The deposit will be returned to vendors that adhere to all regulations as set forth within this document, and for providing all materials, information, and fees by the deadline.
12. If I comply with the conditions and regulations, then the PEIANC will refund my \$50.00 [fifty dollars]. If I do not comply with the conditions and regulations PEIANC will keep the fee that I have submitted as a deposit.
13. No Shows will not be tolerated, a vendors deposit will not be refundable in the case of no show. If you cannot attend, a notice via email is required a minimum of 4 days (96 hours) prior to the festivals date.
14. I Have read the regulations, conditions and deposit form and I agree to these conditions.

Name (please print)

Vendor Business/Name (please print)

Office Use Only

- Regulations, conditions & deposit form signed & received
- Deposit received

Date: _____

Checklist

Checklist (each item to be submitted with Application)		Deadline
	2019 Artisan Craft Vendor Application & Fee	May 20, 2019
	2019 Regulations, Conditions and Deposit (Form & Deposit)	May 20, 2019
	Total A - Registration Fee	
	Total B - Deposit (\$50.00 cash or cheque)	

For Office Use Only:

Craft Vendor Payment	\$	Date Received	Vendor Initials	DC Initials	Date Returned	Vendor Initials	DC Initials
Registration Fee	\$						
Deposit	\$50						
TOTAL	\$						