



Studio Fair 2023 Vendor Information

Friday, November 3, 1 pm to 8 pm
Saturday, November 4, 10 am to 6 pm
Sunday, November 5, 10 am to 4 pm

Load-in Schedule and Vendor Access

Please see the attached map for load-in locations

- **Load-In for Ice Level and Lower Concourse will occur at the Lower Level Freight Entrance Near Zamboni Station**
- **Load-In for the Upper Concourse and Atrium Entrance will occur at the Upper Level Freight Entrance**

- Thursday, November 2: Doors are open to Vendors from 10 am – 6 pm
 - Friday, November 3: Doors are open to Vendors at 8:30 am
 - Saturday, November 4: Doors are open to Vendors at 8:30 am
 - Sunday, November 5: Doors opens to Vendors at 8:30 am
- Please check in at the vendor help desk upon arrival. You will be given your event pass, booth number, and any other required documentation. Booth numbers ARE NOT given prior to the set up day. Vendors will receive their vendor badges and booth numbers at their check-in tables located at their designated entry points.
 - Vendors **MUST** enter through their specified load in location **ONLY** for the entire weekend. The main front doors to CN Centre will be locked until public hours.
 - Vendor employees and representatives must always wear the official Studio Fair exhibitor vendor badges while in the venue.
 - Please wipe down your point of purchase and any high contact points on a regular basis.

Professional Conduct

- Vendors must present themselves in a professional manner during the entire process of the Festival including set up, public time, and on social media channels. Vendors will not engage in any fraudulent or deceptive advertising or selling practices. The event organizers reserve the right to intervene in any situation or practice that is deemed to be harmful to the reputation of the event, the organizer, and other vendors.

Vendor Set Up and Tear Down

- Studio Fair is traditionally is a low lite show on the Ice and lower Concourse level. Vendors **MUST** have appropriate feature, task, and aesthetic lighting. Any vendor without proper lighting will need to acquire it before show time.
- Vendors must complete the set-up of booths and displays within the time period specified by the event organizers. Vendors agree to not dismantle or remove their booth and goods during the entire length of the Festival and the booth must remain completely intact until the official closing time of the last day of the exhibition. If you do sell out of inventory, please display signage on your booth stating, ‘Sold out and a thank you to customers for your support’.
- Vendors will remove all goods and display materials and all other property from the venue within the period specified at the conclusion of the event. Additional fees may be incurred for failure to remove all property during the specified time.

Responsibility for Materials Stored on Site

- The Community Arts Council, CN Centre, and their representatives are not responsible for any lost, stolen, or damaged goods stored on site for the duration of the event.

Booth Assignment

- The event organizers have the sole right to determine the location of vendor booths and reserve the right to relocate booths as dictated by floor plan changes and/or optimal traffic flow, crowd control, safety measures or exhibit exposure. Booth numbers ARE NOT given prior to the set up day. Vendors will receive their vendor badges and booth numbers at their check-in tables located at their designated entry points.

Consumable Products

- All food items for sale must be packaged. If vendors are distributing any food or beverage for tasting or sampling, they must comply with all applicable Northern Health regulations. If sampling is approved by Northern Health, vendors are required to provide proper serving vessels and napkins and maintain the cleanliness of the booth and surrounding area. Northern Health Temporary Food permits are downloadable here:
https://www.northernhealth.ca/sites/northern_health/files/services/environmental-health/documents/temporary-food-permit-guidelines-application.pdf
- Artisan food vendors will need to go through a Northern Health screening at least two weeks before the event. Any late applications will render a \$50 processing fee from Northern Health.

Cancellation

- Should BC Provincial Health Regulations determine that this event is not viable to execute, the event organizers reserve the right to cancel the event and all contracts therein, without penalty or liability of any kind. In the event of cancellation, the event organizer will not be responsible for any vendor loss of business or any damage or expenses of any kind. In the event of such cancellation, the event organizer will refund all vendor fees paid to date, or with prior mutual agreement, apply pre-paid fees to a future event.

Vendor Cancellation

- If a Vendor wishes to cancel their participation after September 1, 2023 there will be no refund of any pre-paid fees and the Vendor will be responsible to pay all outstanding fees owed, as per their contract. All contract cancellations must be received in writing and confirmed via email to lredpath@studio2880.com

CN Centre Floor Plan

