

- All items offered for sale MUST be handcrafted by the person whose name appears on the Market Application
- All items offered for sale MUST meet all Federal, Provincial, Municipal and National Capital Artisan rules and standards regarding their craft. [SEE NCA MANDATORY AND BUYING STANDARDS.](#)
  - Fibre content labels are required for sewn items
  - Ingredient list for all food and personal care products
- You may not solicit or conduct business outside your booth rental space
- You are expected to conduct business in a professional manner
  - Refrain from reading newspapers, books at your booth and eating/drinking while customers are present at your booth
  - Respect other vendors by not encroaching on their space or making excessive noise
- All scented products (soaps, candles, etc.) MUST be wrapped
- All tables MUST BE SKIRTED (COVERED) TO THE FLOOR on all sides that can be viewed by the public or from other booths.
  - Skirting must be clean and neat fabric
  - PAPER AND PLASTIC IS NOT PERMITTED FOR SKIRTING Ingredient lists are required for all food and personal care products
- All items for sale MUST be priced at the opening of the market and shall remain the same until the close of the market
  - There can be no “price-cutting, bartering, discounts or specials”
- Your National Capital Artisans or Guest nametag must be worn for the entire market
- Items used for display purposes such as pegboards, stands, etc. must be secure so not to fall or topple on your neighbour’s booth, or fall on a customer
- You are not permitted to use any tape except low tack green masking tape on floor or wall surfaces in the sales areas

### **Set up**

Unless otherwise communicated, set-up of all booths will start at 6:00 PM on Friday evening. Table rentals will be placed in your booth. Do not remove tables from other booths. Consult with the market coordinator if there is an issue.

### **Tear down**

Do not start dismantling your booth on the last day of the market until 4:15PM unless otherwise told by the Market Co-ordinator

### **Food exhibitors**

Unpackaged food items offered for sale must be displayed at the booth in a manner that protects the food from contamination and unsanitary conditions.

### **Insurance**

The National Capital Artisans is NOT responsible for any damages, negligence or public liability. The National Capital Artisans will NOT accept liability for vendors (members and non-members) personal property and/or personal belongings that has been lost, damaged or stolen. It is the responsibility of each vendor, member and non-member to safeguard their personal property and belongings.

### **Cancellation Fee**

Nancy

### **Jurying**

Please submit 3 high resolution photographs of your products and a photograph of your booth setup. If accepted for the market you agree NCA can use the images for promotion purposes. You will be notified if your products are not accepted for the market or if there is an issue with respect to category quotas.

### **What happens once accepted**

If you want to submit a manual payment it must be received within a week of your application or you will not be considered to participating in the market.

Say what happens if you submit electronically and how do you know you have been accepted

I certify I have read and fully understand this application and the attached guidelines, terms and conditions and shall become a legally binding contract if I am selected to participate and I agree to abide by and conform to the conditions as set forth herein. I declare that to the best of my knowledge I have answered all questions honestly.