

## **Terms and Conditions For National Capital Artisans Markets**

- 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 JURYING STANDARDS: <https://www.nationalcapitalartisans.ca/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 4 sides
  - Skirting must be clean and neat SOLID COLOURED 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 price 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 Coordinator

### **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**

Absolutely no refunds or credits within 21 days of the event date. All cancellations made prior to the 21 day window will receive their full refund less a \$10 administration fee.

Once you cancel, you forfeit your spot in the Market and you are not permitted to sell or trade your space.

**Jurying**

Please submit 4 high resolution photographs of your products and 1 photograph of your booth setup. If accepted for the market you agree NCA can use the images for promotional 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.

**Payments**

An invoice for payment will be sent by email once applications have been processed.

Payment must be received within 7 days of invoice date or you will not be considered to be participating in the market.