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- 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 STANDARDS.  
<https://www.nationalcapitalartisans.ca/standards>
    - Fiber 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 and books at your booth, as well as 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.
    - The table cover with skirt must be clean, and of **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 neighbor'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 the evening before the event. 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** There is NO refund or credit issued if I cancel within 30 days of the event. Cancellations made prior to the 30-day window will be refunded the cost of the application fee LESS a \$25.00 administration fee. This refund policy applies to members only. There is NO refund for nonmembers. Once you cancel, you forfeit your spot in the Market and you are not permitted to sell or trade

**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.