

# Vancouver Dollhouse Miniature Show

## Vendor Guidelines

- RESTRICTIONS:** This sale is restricted to all Dollhouse Miniature related items.
- PRICING:** All items for sale must be clearly marked and offered on a “retail basis”. Anyone who also conducts business on a “wholesale basis” may announce this by the display of a sign stating “Vendor inquiries invited”.
- SALES RECEIPTS:** All sales must be packaged with a sales receipt. This receipt must have the seller’s name and contact information
- SALES TAXES:** Each vendor is responsible for collecting B.C. provincial sales tax and the Goods and Services tax (if applicable and if you are registered for collecting) and the submission of both to the appropriate agencies. If in doubt, please seek advice.
- BADGES:** Each vendor will be provided with badges for an adequate number of sales people as stipulated on the Application form. ***Badges must be worn in the Show area at all times! And only those people with badges are allowed behind Vendor table. (those listed on the Vendor application) Changes to original list must be notified.***
- SECURITY:** Vendors are responsible for their merchandise and displays during setup, show and dismantling times, and for ***using only authorized sales people.*** Exhibitors will be excluded from the vendor areas during setup time. ***Only those with a name badge will be allowed behind Vendor tables.***
- PUBLICITY:** The Show Committee would appreciate any efforts by vendors to promote the show: flyers are available upon request. A designated show person may take photos for publicity. Please contact Fatima if this is a problem. No closeups of product unless authorized.
- SETUP:** Sunday, 7:30a.m. (day of show) Please use only people authorized to be in the sales area prior to the show. If more are needed, contact Fatima for assistance before show date. Please supply your own tablecloth Topper. Tables are set up with a drop / Skirt You may wish to use a table topper but leaving the drop/Skirt.
- DISMANTLING:** Sunday, 3:30p.m. to 6:00p.m.(day of show) By contracting a table, vendor agrees to remain setup for the duration of the show. ***Please do not dismantle before 3:30p.m.*** In case of **emergency** contact Fatima.
- ELECTRICITY:** Electricity (one outlet) will be available upon request. Vendor is responsible for providing any additional extension cords, transformers, table lighting etc. and ensuring their safety.
- CANCELLATION:** The enclosed vendor registration must be returned by Jan 15<sup>th</sup> 2024.  
***\*Cancellation deadline – Full registration fee refund if cancelled prior to and not including February 1st 2024. After February 1<sup>st</sup>, 2024– (50% refund of registration fee). Sorry NO REFUND after May 1<sup>st</sup>, 2024***
- VENDOR SHOPPING:** Pre-Show opening - shopping between vendors - 9:30am-10:00am  
NOTE: further details will be available closer to the show.