

# Vancouver Dollhouse Miniature Show

## Vendor Guidelines

- RESTRICTIONS:** This sale is restricted to Dollhouse Miniature related items, including small dolls (under 6 inches).
- PRICING:** All items for sale must be clearly marked and offered on a “retail basis”. **Prices may not be lowered during the show.** 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 address or telephone number on it.
- SALES TAXES:** Each vendor is responsible for collecting B.C. provincial sales tax and the Goods and Services tax (if applicable) 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!**
- 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 badge will be allowed behind your table.**
- PUBLICITY:** The Show Committee would appreciate any efforts by vendors to promote the show; business size cards and flyers are available upon request. Show committee may take photos for publicity. Please contact Show Committee if this is a problem. No closeups of product unless authorized.
- SETUP:** Sunday, 8:00a.m. (day of show) Please use only people authorized to be in the sales area prior to the show. If more are needed, contact your show Committee for assistance before show date. **Please supply your own tablecloth.** Saturday set up will be available upon request and will need booking.
- DISMANTLING:** Sunday, 3:30p.m. to 5:00p.m.(day of show) By contracting a table, vendor agree to remain setup for the duration of the show. **Please do not dismantle before 3:30p.m.** In case of **emergency** contact your Committee.
- ELECTRICITY:** Electricity (one outlet) will be available upon request. Vendor is responsible for providing extension cords, transformers, table lighting etc. and ensuring their safety.
- CANCELLATION:** The enclosed sales application must be returned by June 1<sup>st</sup>, 2019 and include full payment in order to reserve your table space. **Cancellation deadline** – Full fee refund if cancelling prior to July 1<sup>st</sup> 2019. After July 1<sup>st</sup> 2019, 50% fee refund. NO refund after August 1<sup>st</sup> 2019.
- VENDOR SHOPPING:** Pre-Show opening - shopping between vendors - 9:30am-10:00am
- RAFFLES:** Since show runs a fundraiser Raffle, further vendor raffles may not take place.