

GOWARD HOUSE CRAFT FAIR

Table Rental Contract 2025

November 15th & 16th, 2025

10:00am to 4:00pm each day

SET UP Friday afternoon: 4-6pm

TEAR DOWN Sunday afternoon: 4-4:30pm

VENDOR

name:

address:

cell #:

other #:

email:

ITEMS FOR SALE:

(i.e. woodcrafts, stained glass, jewelry. . .)

location preference:

*(i.e. solid wall behind / window behind / near electrical outlet / **no electrical outlet or wall needed** / extra floor space for rack. . .)*

TABLE RENTAL FEES (non-refundable)

"Early Bird" rate -- prior to September 2, 2025

\$70.00 large table (8')

\$40.00 small table (4')

Regular rate -- if paid on or after September 2, 2025

\$80.00 large table (8')

\$45.00 small table (4')

Additional fee for "extra space required" due to the size of the merchandise, or a rack that will sit on the floor, etc. Additional price will be determined by General Manager:

TOTAL:

Rental Fee received:

Date

Amount

Receipt #

Cancellation Policy & Vendor Endorsement on reverse – please turn over →

GOWARD HOUSE SOCIETY

2495 Arbutus Rd, Victoria BC, V8N 1V9

250-477-4401 gowardhouse@shaw.ca www.gowardhouse.com

VENDOR RULES & REGULATIONS

- Vendors selling edible items must display their FoodSafe certificate.
- Vendors selling highly scented items (i.e. candles) must be pre-approved by the General Manager.
- While location requests will be considered, on occasion not all requests can be accommodated. Vendors will not exchange their location with another, without prior approval from the General Manager.
- Vendors will not set up additional tables, racks or easels (their own nor belonging to the House) without pre-payment.
- Vendors are not required to submit any portion of their sales to the House.
- Vendors will not set up outside of the Friday afternoon set up time (4-6pm). Vendors may park in the House parking lots during set up (and take down) but may NOT park in House lots during the Craft Fair. Instructions to utilize complementary parking across the street at the UVic Queenswood Campus will be sent out ahead of the Fair.
- Vendors will not take down prior to 4pm Sunday. If more than half an hour is needed, the vendor will inform the General Manager ahead of the Craft Fair. All garbage and recycling must be removed by vendors.
- Staff arrive 30 minutes ahead of opening time on Saturday and Sunday. Vendors cannot be admitted prior to then.

CANCELLATION POLICY

Table rental fees are non-refundable. Under extenuating circumstances, partial fee refunds can be considered, and must be authorized by the General Manager.

Vendor Signature: _____

Goward House: _____

Vendor name (print): _____

Date: _____

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