

Arts & Music in the Gardens - August 6 & 7, 2022

Vendor Application Form

Thank-you for your application to be a vendor in Arts & Music in the Gardens!

Vendor qualifying criteria:

All vendor applications are subject to approval. In order to qualify, vendors must be local (Victoria and Gulf Islands) and produce high quality hand-made arts and crafts. Unfortunately, we do not accept vendors who sell mass produced items. We will contact you within two weeks of receiving your application to let you know the outcome and to confirm your vendor location. If your application is not successful, you will receive a full refund of the vendor fees you paid.

New Vendor Returning Vendor

Business Name (if applicable):

Contact Name:

Phone:

Address:

Email:

Product/Booth Description:

Website/Social Media:

Vendor Location:

All vendor spaces are approximately 10x10' and are situated in uncovered outdoor locations throughout the property. Tents, tables and chairs are the responsibility of the vendor. Tent stakes are not permitted; please use weights. Specific location requests are permitted, however all locations will be assigned at the discretion of the Event Coordinator. Site visits are available by appointment only. Due to ongoing garden improvements, some spaces may have changed from previous events or may no longer be available.

Preferred Location # - please refer to the map:

Eastern Gardens **\$90** (Map # 3 - 46)

Western Gardens **\$70** (Map # 47 - 58)

Preferred Method of Payment:

Online Credit card only using this [LINK](#)

In Person The Gardens at HCP office accepts debit, credit, cheque and cash (sorry, no e-transfers)

By Phone Credit card only. Please phone The Gardens at HCP at (250) 479-6162.

By Mail Cheque only.

Continued on reverse. Signature required!

Arts & Music in the Gardens

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Vendor Code of Conduct

Arts & Music in the Gardens at HCP (Horticulture Centre of the Pacific) is dedicated to providing a safe and harassment-free environment for all guests, vendors, volunteers and staff. We aim to ensure that all event participants have a pleasant experience and that any issues which may arise are handled in a professional manner. This means that we will not tolerate harassment or abuse of guests, vendors, volunteers, or staff in any form.

All vendors must use polite and professional language when informing us of any issues or conflict that may arise. Our staff and volunteers are better equipped to handle issues if we can catch them right away, however we do request your patience with special requests. We will help you as soon as we can.

All vendors must abide by assigned move-in and move-out times. Our volunteers are scheduled to provide additional help during these times by controlling the flow of vehicles through the property and helping to unpack/load your items to/from your site or vehicle. Attempting to set up or tear down outside of your assigned times creates more work for everyone and can result in issues that we are unable to assist with.

Tent stakes are not permitted due to underground irrigation and electrical wiring. Vendors must provide their own tent weights. A limited number of milk jugs may be available for vendors who need extra weight. Vendors who cause damage to gardens or infrastructure will be held accountable for the repair cost.

We understand that personal and professional schedules can change. Please let us know as soon as possible if you are no longer able to participate in the event. Please note that withdrawing from the event after July 15th will result in The Gardens at HCP retaining a \$65 administration fee.

I have read and understand the Vendor Code of Conduct. I understand that failure to comply may result in being asked to leave the event and/or being denied space at future events.

Signature: **X**

Thank you for submitting your completed application.
We will be in touch with additional details closer to the event.

The Gardens at HCP | 505 Quayle Rd Victoria, BC V9E 2J7 | (250) 479-6162 |
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