



## Craft Fair Vendor Guidelines

### ORGANIZATION

Established in 1980, the Kateri Memorial Foundation(KMF) is an incorporated non-profit organization and registered charity dedicated to enhancing health services in Kahnawake. The KMF achieves this mission by:

- 1) planning fundraising events and campaigns
- 2) coordinating charity programs, and
- 3) granting gifts to qualified recipients and community initiatives.

The KMF is led by a small team of staff and a vast network of volunteers.

Craft fairs are one of the many fundraising events that the KMF hosts each year. All proceeds go back to community services and initiatives that reflect the mission and values of the KMF.

### CRAFT FAIR LOCATION & SEASON

The Kateri Memorial Foundation(KMF) hosts 3 craft fairs each year:

- The Spring Craft Fair
- Harvest Craft Fair
- Christmas Craft Fair

All KMF craft fairs take place within Kahnawake. However, the dates and locations vary each year depending on space availability.

### VENDORS

To become a vendor at a KMF Craft Fair, a Vendor Registration Form must be completed, submitted, and approved by the KMF. All vendors must agree to and abide by the KMF Craft Fair Guidelines. Copies of the Vendor Registration Form can be found on the KMF website: [Katerifoundation.org](http://Katerifoundation.org). Copies may also be picked up and submitted at the KMF office or by emailing [events@katerifoundation.ca](mailto:events@katerifoundation.ca).

Submitting a Vendor Registration Form does not guarantee a vending spot at a KMF craft fair; all applicants will be notified via phone call or email if they've been approved, waitlisted, or rejected.

## INFORMATION TABLE

Subject to space availability, an information table may be available to local non-profit organizations, at no cost. Information tables are for information, promotional, educational, or awareness purposes.

## VENDOR PRIORITIZATION

The KMF prioritizes local vendors. As such:

- At least 50% of vending spots shall be reserved for vendors from Kahnawake
- 25% of vending spots shall be reserved for Indigenous vendors. This includes:
  - Vendors who are from other Kanien'kehaka communities, and/or
  - Vendors from other Indigenous communities

If all spots have been allocated, vendors may be added to a waitlist and notified if a spot becomes available.

## VENDOR APPROVAL

The KMF reserves the right to reject any Vendor registrations. Vendor registrations may be rejected for any of the following reasons:

- Space limitations
- Failure to pay vendor fees
- History of cancellations or late arrivals
- Too many vendors selling the same product, etc.

## VENDOR FEES

Vendor fees are listed in the Vendor Registration Form. Fees may vary depending on the Craft Fair location and duration. All fees must be paid two weeks before the Craft Fair. Vendor Fees may be paid via cash, cheque, credit card, or debit card. Credit card, debit card, and cash payments must be made at the KMF office during regular business hours. Cash payments must be made in the exact amounts. Cheques may be made in person or mailed to the following address:

Kateri Memorial Foundation  
P.O. Box 2034  
Kahnawake, Qc  
J0L 1B0

## REFUNDS & CANCELLATION

In the event that the KMF rejects a Vendor who has already paid, the vendor will receive a full refund. Vendors who cancel with two weeks notice will receive a full refund. Vendors who cancel without notice or with less than two weeks notice will not be refunded.

Vendor Registration is not transferable. (i.e if a vendor cannot make it to the event they cannot give their vending spot to someone else)

## PRODUCT CRITERIA

Vendors with the following products are in high demand:

- beadwork
- pottery
- basketry
- woodwork
- paintings, prints, and other works of art
- handmade jewelry
- sewing, embroidery, and quilt work
- knitwork
- baked goods
- preserved foods
- handmade candles, soaps, salves, and other self-care products
- customized items

Vendors with the following products are in less demand but may still be considered:

- Manufactured products and items
- Sales representatives from multi-level marketing companies (Avon, Tupperware, Partylite, etc.)

## VENDING SPOT ALLOCATION

Unless otherwise stated, approved vendors will be assigned a vending space. Vendors are encouraged to identify any spot preferences in their Vendor Registration Form; this information will be considered when assigning spots.

Vendors may apply for up to two tables/spots, however allocation will depend on space availability.

## VENDOR RESPONSIBILITIES

### 1) Punctuality

Vendors must arrive at the Craft Fair in time to unload, move products into their vending spot, park vehicles, setup their spot, and open for business at the designated opening time.

2) Displays

Vendors are responsible for providing all display materials (displays, tablecloth, signs, etc.) and setting up and tearing down any displays. Unless otherwise stated, a table and chairs will be provided with each vending spot.

3) Parking

Unless otherwise stated, there will be no assigned parking spots for Vendors. Parking availability may be limited depending on event location.

4) Food Safety

Every vendor handling food products must maintain a high standard of personal hygiene and cleanliness. All foods offered for sale must be protected from contamination (i.e. food wrap, containers with lids, sneeze guards). Utensils such as tongs and serving spoons should be used to serve food. Any food samples should be provided in single servings (paper cup, napkin etc.).

5) Labelling Requirements

All processed foods must have appropriate labelling that includes: ingredients, expiry/best before date, allergy warnings, etc.

6) Vending storage

Storage containers and equipment must be confined to one's vending space and kept out of sight.

7) Liability

Vendors are responsible for all personal belongings and products. The Kateri Memorial Foundation is not responsible for any lost, stolen, or damaged items.

## VENDOR CODE OF CONDUCT

Vendors must be respectful, at all times, to fellow vendors, KMF staff members, Craft Fair volunteers, and Craft Fair patrons and visitors.

## VENDOR CONCERNS/GRIEVANCES

Vendors are strongly discouraged from discussing Craft Fair issues in front of patrons; however, if they encounter a problem requiring immediate action, Vendors are encouraged to approach the KMF Events Coordinator or any other KMF representative on site. If the situation cannot be resolved at the event, the concerned Vendor is asked to submit a detailed letter to the Kateri Memorial Foundation. The KMF will then review the information and make an effort to resolve the issue. Concerns should be emailed to [info@katerifoundation.ca](mailto:info@katerifoundation.ca) or mailed to:

Kateri Memorial Foundation  
P.O. Box 2034  
Kahnawake, Qc  
J0L 1B0

Vendors are also welcome to use the above addresses to relay any positive or constructive feedback about their experience at a KMF Craft Fair.

## REMOVAL OF PERSONS

Kateri Memorial Foundation has the authority, with cause, to invite any vendor, patron, or visitor to leave the Craft Fair Event and if necessary to call the police for assistance. Cause for removal includes acts of harassment or violence towards other vendors, KMF staff, volunteers, or Craft Fair patrons.