

first & last chance

Christmas Craft Shows

FC2024 | Nov 2-3rd
LC2024 | Dec 13-15th

Mary Winspear Centre, Sidney

\$5 Admission | Children U12 Free
Hourly Give-A-Ways | Fabulous Food

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First & Last Chance Information Package

... celebrating the Christmas spirit since 1989

A Concept Of Celebration ...

35 years ago First & Last Chance Christmas Craft Shows were a concept. Today, they are two successful events held annually at the Mary Winspear Center located in beautiful seaside town of Sidney, BC, just five minutes from the Swartz Bay Ferry Terminal.

As I enter into my 13th year with First & Last Chance, I continue to improve upon these wonderful shows, bringing a collection of diverse and creative individuals together in a lovely venue offering exceptional opportunities for the artist and the consumer.

All artists'/artisans' works are carefully juried for quality and variety. Artists and Artisans contribute something special ensuring customers a unique shopping experience. First & Last Chance Shows offer various booth sizes at reasonable rates. It is my assurance that together we can create an exciting and attractive atmosphere for both the vendors and customers. Seasoned artists & artisans will appreciate the organization and attention to detail that contributes to a successful exhibition.

Throughout this publication, you will find the answers to many questions you may have. Please do not hesitate to call me at 250-881-0145 with any further queries.

"The First & Last Chance Craft Shows are my favorites of the year! So well organized, from the beautifully decorated hall, to the smooth and easy set-up and take-down, to the delicious treats provided for vendors...Happy and numerous customers, lots of repeat business, friendly vendors... always a great way to open and close the Christmas season. Thanks for all you do, Jantina (and the rest of the team)!!!"

~ Bree Eagle
Salt Spring Artisan Vinegar
(Vendor 2012-2023)



Event Features

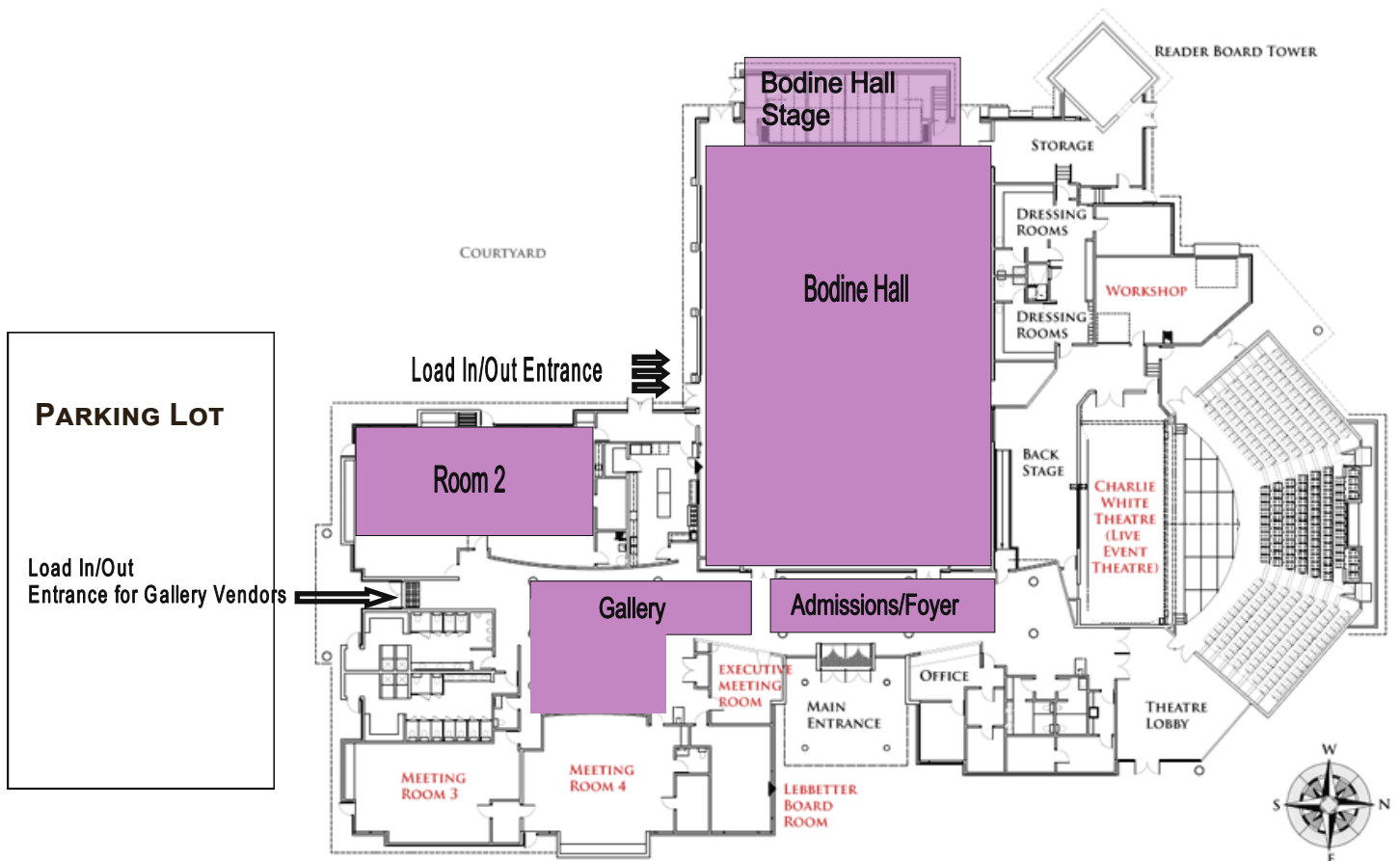
- All Artist's/Artisan's work is juried
- All items are hand crafted
- No commercial kits or imports
- Extensive promotional campaign
- Social Media & website promotion
- Mary Winspear Centre, a beautiful venue located in Sidney, just 5 minutes from the Swartz Bay Ferry terminal
- Easy access for set-up and take-down
- Great food for vendors & guests
- Wheelchair accessible
- Free Customer Parking
- On-site ATM

Be a part of a community event with a group of dedicated, like-minded individuals who create exceptional works of art.

The Venue, Mary Winspear Centre



First & Last Chance Christmas Craft Shows started in 1989 in the old Sanscha Hall, now replaced with Sidney's pride and joy The Mary Winspear Centre. First & Last Chance uses the Bodine Hall, and The Gallery and Room 2.



Become A Vendor

How To Apply

An **Invitation to Apply** is sent out annually to artists/artisans that have previously participated in First &/or Last Chance Christmas Craft Shows . If you would like to be added to the email list or have any questions, please feel free to call me, Jantina, at 250-881-0145 or email me at jantina@jlecreations.ca

The Jury Process

First & Last Chance endeavors to produce two shows that are both fresh and original, promoting work that displays your creativity & design and welcomes your application. Each year, we start with a clean slate; both shows are professional and all works must be juried.

Work exhibited must be original, designed and made in Canada by the applicant by at least 85%. Any commercial kits and/or commercial items do not qualify. Limited edition prints, numbered and signed by the artist, are allowed. Note cards are acceptable as long as they are part of a larger body of your work. All work will be judged for quality, originality, and overall craftsmanship. Consideration will be given to the overall balance of exhibitor categories for the show.

Many of you have more than one category of products that you sell. For the overall balance of the show and so that you don't end up beside someone who makes the same thing, it is now mandatory to apply to all categories with your creations. As an example, you create 70% driftwood sculptures and 30% driftwood jewellery. In this instance, you would choose sculpture as your primary category and jewellery as your secondary category. Each category will also require the submission of five photos in the primary category and three photos for each additional category.

Please note that First & Last Chance has a few categories that fill very quickly so please ensure you get your application filled out asap. If you notice that your category is not listed, please pick the one that best describes what you do. Please ensure you make a note of it in the notes box.

Christmas Candy For You

Continued Kickbacks To Our Valued Customers

- ◆ **RECEIVE A \$25.00 DISCOUNT! BOOK "MORE FOR LESS"**

Book and pay for both FLC shows in one payment and receive a **\$25 DISCOUNT.**



SAMPLE PHOTOS
PROMOTIONAL CAMPAIGN

Extensive Event Promotion

- Social media promotion (Instagram, FB, Twitter)
- Website promotion
- Digital Billboards
- Extensive media promotion throughout southern Vancouver Island ;
 - * Newspapers, magazines, posters, flyers and e-cards
 - * Press coverage and radio
 - * Promotional materials for vendors to email and/or print and handout to customers prior to each show
 - * Mary Winspear Reader Board Ads
 - * Highway and other road signage
- Hourly give-a-way gift bags featuring participating Artists' and Artisans' works for customers

Exhibitor Categories

- **LOCAL VINEYARDS & DISTILLERIES**~ Craft Beer, Wine, Spirits, Ciders, etc.
- **ART**~ Oil, Acrylic, Pastel, Water Colors, Digital, Drawing, Mixed Media
- **BODY CARE**~ Spa Lines, Fragrances, Aromatherapy, Skin Care, Soap
- **CANDLES**~ Decorative, Beeswax, Soy
- **CLAY**~ Pottery, Ceramics, Sculpture, Raku
- **FIBER ART**~ Fiber Design, Knit Wear, Weaving, Felting
- **WEARABLE ART**~ Clothing, Accessories, Children's Wear
- **TEXTILE ARTS**~ Quilting, Batik, Weaving, Leatherwork, Felting
- **SCULPTURE**~ Ceramic & Porcelain, Metalwork, Glass, Stone
- **FOOD** ~ Preserves, Seasonings, Soups, Snacks, Sweets, Coffee, Teas
- **GLASSWORK**~ Beads, Sandblasting, Lampwork, Fused, Stained, Glassblowing
- **HOME ACCENTS**~ Basketry, Christmas Décor, Floral, Swags, Wreaths
- **JEWELRY**~ Accents, Metals, Precious, Semi-precious, Swarovski
- **PAPER CRAFT**~ Gift tags, Cards, Altered books, Quilling, Origami
- **PHOTOGRAPHY**~ Photo Cards, Prints
- **TOYS**~ Wooden, Fabric, Sculpted, Soft
- **NEEDLECRAFTS**~ Crochet, Embroidery, Tatting
- **WOODWORKING**~ Wood Turning, Carving, Furniture
- Don't see your category? Please reach out to jantina@jlecreations.ca

Booth Information

All artists/artisans are required to be present during fair hours so that the public may meet and speak to the producer of the craft. If you are unable to be present and will be sending a representative, please let me know in advance.

If this is your first time applying, please be aware that First & Last Chance are professional craft shows, meaning that we expect that your booth is carefully designed. We want to ensure that all vendors at our craft shows are presenting themselves in a professional and appealing manner. If you need assistance with your booth design or setup, we are here to help. Please reach out to so that we can discuss how to best showcase your creations at our events. Contact jantina@jlecreations.ca or call 250-881-0145 for more information.

What you need to know:

- Standard Table Dimensions: (L x W x H): 243.8 cm x 76.2 cm x 73.66 cm; (96" x 30" x 29").
- All booths will be supplied with electricity and 2 chairs. You must provide your own power bar and extension cord(s).
- All tables **MUST be tastefully covered to the floor (no plastic or wrinkled table cloths)**. Walls may not be used for display.
- Free standing shelves or racks must not exceed 6.0' in height. Stands, props, shelves etc. must not be higher than 3.5ft above your table.
- No kettles, hot plates or open flames are permitted in exhibitor's area. No bed sheets as table toppers, tape, nails, tacks, staples, etc. are permitted.
- Plan your lighting as if it will be dim; In the Bodine Hall, we keep lighting levels low so each exhibitor can create their own special ambiance. The Gallery and Room 2 do not have dimmable lighting– it is worth doing your own spot lighting.
- Label signage &/or company/vendor signage is encouraged. Absolutely no sales or sale signage of any sort please (ie/ "50% off today only"). Lowering your prices is not fair to other vendors. Please ensure your signage is kept within your allotted booth space.

Booth Descriptions, First & Last Chance Christmas Craft Shows

Booth Descriptions, First & Last Chance Christmas Craft Shows		
Room 2 Booth	6' x 5'	Depth varies, there is spacing between booths, please refer to the map
Room 2 Booth	8' x 5'	Depth varies, there is spacing between booths, please refer to the map
Bodine Hall Centre Isle Booth	8' x 6'	No space between your booths, you are butted up to each other
Bodine Hall Centre Isle Corner End Booth	10' x 6'	Your booth is an "L" shape with two tables 8'x6' and 6'x6' Each side faces an isle No space between you and your neighbor
Bodine Hall Floor Front Stage Booth	8' x 5'	Half Wall at back of booth No signage over 4' behind you, best to hang on front of your booth
Bodine Hall Wall Booth	8' x 6'	Frontage Only, no side frontages allowed. Space between booths must stay for fire regulations You are allowed to create a U-Shap booth where customers can walk into your booth.
Bodine Hall Wall Corner Booth	10' x 6'	Your booth is an "L" shape with 2 isle frontages Each side faces an exit door. 2' space between you and your neighbor
Bodine Hall Premium Corner Booth	8' x 8'	There are only 4 available, Please reach out for information
Bodine Hall Stage Booth	8' x 6'	Stairs in front of stage for customers get to the stage

Venue Maps/Show Layout

Once your work has been juried you will be contacted and we will chat about placement in the show. We do our best to make sure the show is well balanced as well ensuring you get what you want for a booth.

THE BODINE HALL

PLEASE NOTE MAP IS NOT TO SCALE

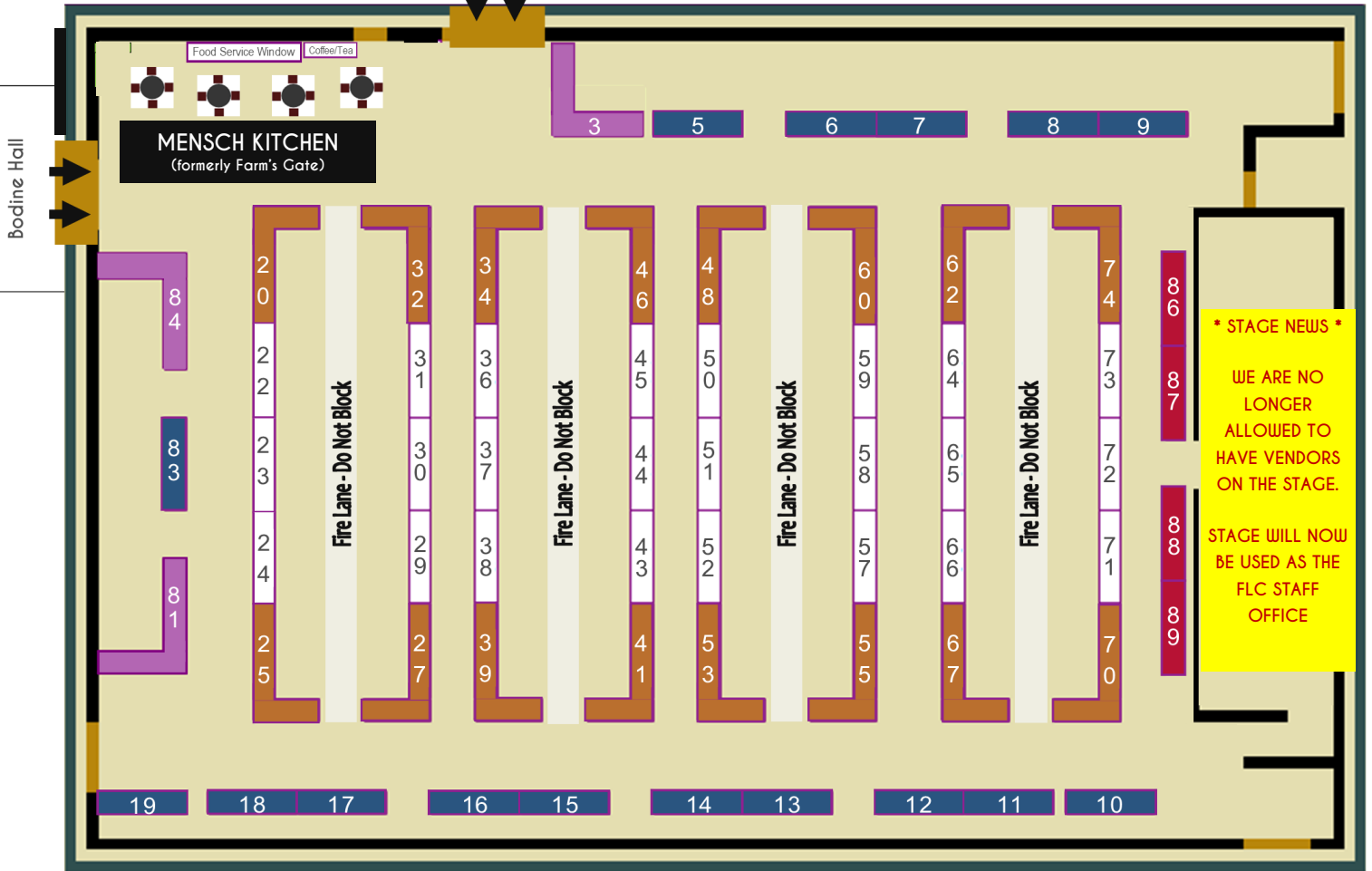
BODINE HALL BOOTH SIZES

Type	Booth Description	FC Price	LC Price
WallC	Wall Corner Booth 10'W X 6'D (side frontage incl)	\$487+GST	\$552+GST
Wall	Wall Booth 8'W X 6'D	\$407+GST	\$472+GST
CICE	Centre Isle Corner End Booth 10'W X 6'D (side frontage incl)	\$447+GST	\$512+GST
CI8	Centre Isle Booth 8'W X 6'D	\$372+GST	\$437+GST
FFStg	Floor Front of Stage Booth 8'W X 6'D (1/2 wall behind)	\$382+GST	\$427+GST
Stage	NO LONGER AVAILABLE TO VENDORS	N/A	N/A

COURTYARD

For load in/load out only.
No Parking during Showtimes

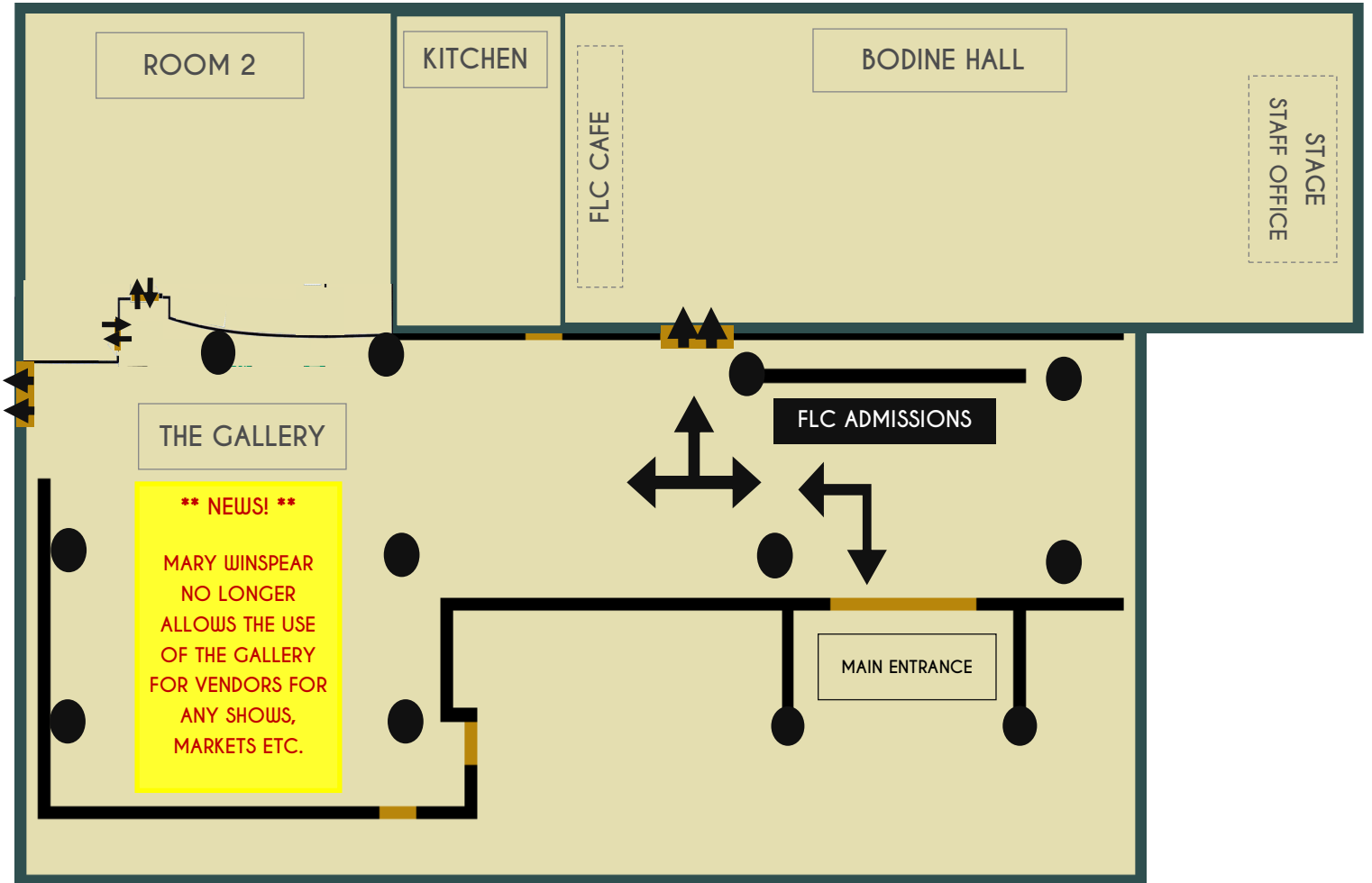
Load In/Out



THE GALLERY

PLEASE NOTE MAP IS NOT TO SCALE

Mary Winspear Centre continues to make changes to their venue in order to meet WCB fire and safety rules and regulations. Moving forward, this means changes for First & Last Chance this year. The Gallery will no longer be able to be used for Vendors. Great news though ... we are allowed to decorate and put up more signage to encourage customer flow. This is exciting as we will make it an integral part of the shows with something wonderful - stay tuned! I am working towards something fun for everyone - we are on it :)



Liability Insurance

What is Liability Insurance?

Liability insurance is insurance that provides protection against claims resulting from injuries and damage to people and/or property. Liability insurance policies cover both legal costs and any legal payouts for which the insured would be responsible if found legally liable. Intentional damage and contractual liabilities are typically not covered in these types of policies.

Liability insurance is critical for those who may be held legally liable for the injuries of others, especially medical practitioners and business owners. A product manufacturer may purchase product liability insurance to cover them if a product is faulty and causes damage to the purchasers or any other third party. Business owners may purchase liability insurance that covers them if an employee is injured during business operations.

First & Last Chance carries Event Liability Insurance which provides **3rd Party Liability Insurance** for the common areas (i.e. Isles, food area & lobby). JLee Creations's Insurance Policy does not cover 3rd Party Liability Insurance for your booth space and/or contents.

Mary Winspear Center stipulates that all participants are required to have 3rd Party Liability Insurance. If you have your own, you must supply a copy of it with your application or send a copy by email to jantina@jleecreations.ca no later than August 31st. If you require **3rd Party Liability Insurance** for First &/or Last Chance, JLee Creations has partnered with Duuo Insurance once again. Information is included on the online application.

If you are planning to get your own insurance, Mary Winspear's contract stipulates that you must carry a minimum of \$2,000,000 coverage for your space for the entire period of the event. Your policy should name both **JLee Creations** and **The Sidney and North Saanich Memorial Park Society, Mary Winspear Community Cultural Centre @ Sansha** (the full name for the Mary Winspear Centre). This can be arranged through your business insurance or purchased separately for this event through an insurance agency. You would need a proper Commercial Package Policy to cover your property and products liability. **Proof of insurance must be included with your application or provided prior to show time.** Participants are not allowed on the premises without it.

Food Vendors

Exhibitors must provide, either with the application or at a later date prior to show time, letters of confirmation and copies of all appropriate documentation & certificates from VIHA.

"We had a wonderful experience at Last Chance and the community was such fun! From the lovely little town centre to the very friendly and engaging folks who came to the market. Our Re/TOTE bags were a hit (so grateful) and we thank you for producing such a great show."

~Wendy Campbell

VIHA

Ensure you send the appropriate paperwork to jantina@jleecreations.ca by Aug 31st as well as have your own copy on hand for both First & Last Chance Christmas Craft Shows.

Guidelines for Temporary Food Markets:

<https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-market-guidelines.pdf>

VIHA's EXAMPLE LIST OF (Last Updated in 2020) **Please check for updates!** ACCEPTABLE LOWER RISK FOODS FOR HOME PREPARATION AND SALE AT TEMPORARY MARKETS

apple sauce	dried fruits	muffins
bread & buns	dry cereal products	noodles
brownies	fresh fruits and vegetables	pickled vegetables
butter tarts	fudge	pies
Cakes	hard candy	popcorn
chocolate/carob/raw chocolate	honey	relish
cinnamon buns	jam and jelly	salsa
cookies	microgreens	syruop
toffee	wine and herb vinegar	

<https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-market-guidelines.pdf>

VIHA Info

www.viha.ca

Conditions for Sale of
Lower Risk Food at
Temporary Food Markets:

<https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-market-guidelines.pdf>

Application For Sale Of
Higher Risk Foods At
A Temporary Market:

<https://www.islandhealth.ca/sites/default/files/2018-05/temporary-food-market-higher-risk-application.pdf>

A Note From The VIHA Website:

“Individuals wishing to prepare and sell food at public events are required to fill out an **Application to Operate a Temporary Food Service**. Once completed please submit the application to the local **Health Protection & Environmental Services Office**.

Individuals wishing to sell lower risk food items at farmers’ markets and other temporary food markets, as well as Market Managers, should familiarize themselves with the **Guidelines for Temporary Food Markets**. Those wishing to sell higher risk food items at temporary food markets are required to complete an **Application for Sale of Higher Risk Food at Temporary Food Markets** and submit it to the local Health Protection & Environmental Services Office. (**Applications** must be submitted at least 14 days prior to the event date or market. Incomplete or late applications may not be processed.)

Spirits & Wines Artisans

All alcohol vendors must submit a market event to BC Registry. The following is useful information for submitting a Market event:

You must have a Business BCeID to log into the online licensing portal and to apply for the appropriate market license. If you do not have a registered account, please contact BC Liquor and Cannabis Licensing:

- Call toll-free from anywhere in British Columbia except Victoria: 1 866-209-2111; From Victoria and anywhere outside British Columbia: 778-698-3644
- Email: lcrbliquor@gov.bc.ca
- Liquor sales at artisan, farmers and annual markets: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/market-liquor-sales>
- Ensure you have the details to submit your event, as you cannot save and return to it later.
- You may need the following JLee Creations information to submit to OneStop:

Form Filed:	Registration of a Sole Proprietorship - BC Registry Services
Date of Filing:	January 26, 2012
Submitting Party Name:	FROESE, JANTINA LEE
Business Name:	JLEE CREATIONS
Registration Number:	FM0575047
Business Number:	83489 7704 BC0001

- go to <https://justice.gov.bc.ca/lcrb/>

OneStop Contact Info

BC Business Registry:


In Victoria:
Patrick Lace
1-250-952-7039

Toll Free:
1-888-544-0443

[LCRB Handbook
Manufacturer
Terms and Conditions](#)

<https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/manufacturer-handbook.pdf>



 **Liquor and Cannabis Licensing**

Home Cannabis Application Statistics Map of Cannabis Stores Special Events Permits

Apply for a liquor or cannabis licence


You must have a Business BCeID to log into the online licensing portal.

Through the Liquor and cannabis licensing portal you can:

- Apply for new liquor and non-medical cannabis licences;
- Renew existing licences and apply for changes or endorsements to your licence;
- Pay application, renewal and other fees online;
- Manage your account and contact information; and
- Submit permanent licensee changes and personal history summary forms;

If you have any questions or need help using the liquor and cannabis licensing portal, please [contact us](#).

We are aware of a login issue impacting certain versions of Google Chrome.

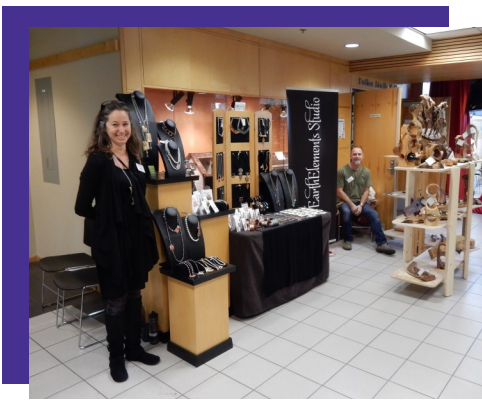
 If you encounter a warning message that says "Your connection is not fully secure" try using a different browser like [Mozilla Firefox](#), or update your version of Chrome.

[REGISTER FOR A BUSINESS BCeID](#) OR [LOG IN](#)

Worker Verification:
The worker verification portal has been decommissioned. As of June 17, 2021, a worker security verification is no longer required for people who work in private non-medical cannabis retail stores.

If you have submitted an application and it is in progress, a \$100 refund will be processed automatically.

For more information about this change, please see Policy Directive [21-11](#).



Booth Design Matters

Believe it or not, booth design does matter. When it comes to selling your work, the attention that you have put into the creations is unfortunately not the only selling point at craft shows. The design of your booth, the overall layout and display, count for just as much if not more. Statistics show that an exhibitor has only 3 seconds to catch the customer's attention as he/she walks by.

In an attempt help you get your creative design hats on, every year First & Last Chance offers our **BEST BOOTH CONTEST - WIN 50% OF YOUR BOOTH FEE FOR NEXT YEAR.** As an incentive, JLee Creations will award 50% of the vendor's current booth fee as a cash rebate towards **next year's booking fee for one fair.** Each vendor is automatically entered with NO additional fee. Judging is based on the utilization and design of space, effective and creative displays, and the overall professional appearance of the booth. See below for some great examples.



Some Notes Of Interest

- We now accept E-Transfers for payment in addition to PayPal, Visa, MasterCard and Cheques.
- There are now photos of booth shapes and sizes available to view on your application. Simply mouse over them to see the larger version.
- In the Social Media Section of your application, there is information on each social media platform and image resolution/sizes required for each (your biography, Twitter, Instagram and Facebook). There is a lot of detailed information in them so make sure to have a look!



Final Notes To All Exhibitors

Food For Thought

- All property displayed and left overnight is at the exhibitor's sole risk. Neither show management nor building owners will assume responsibility for the safety of exhibits against theft, robbery, fire, accidents or other mishaps.
- We suggest that you cover your booths at night. The Bodine Hall doors are locked at night so there is less risk. We suggest that you bring coverings for your booths - old bed sheets work well.
- This is a professional show so please put some thought into it and dress appropriately. How you present yourself counts for a lot in these types of shows.

ELEMENTS OF GREAT BOOTH



Branding & Packaging To Add Professional Look



Ambient Lighting To Highlight Your Products



Booth Displays To Add Depth, Dimension & Visual Interest

On The Frontlines

In Support of our Artists and Artisans, we continue to grow our customer base through our extensive promotional campaign. We have seen a climb in our customer presence through the use of social media and endeavor to continue to improve upon this fantastic platform available to us.



Pack A Survival Kit

Your tool box for survival ... following are some suggestions:

- ◆ **Your insurance papers**
- ◆ **Your VIHA Food Documents or BC Liquor and Cannabis License**
- ◆ Weather gear for move-in/move-out. These are winter shows and we do get the weather true the west coast. Be ready to rain, snow, sleet, a mix of both ... we have had it all over the years
- ◆ Your coffee/tea cup with a lid
- ◆ Cell Phone/tablet
- ◆ Extra batteries for equipment
- ◆ Small digital camera
- ◆ Money belt or cash box
- ◆ A way to accept credit cards or debit (Square, POS machine) with a backup plan should WIFI be temperamental
- ◆ Your float (20's, 10's, 5's, toonies, loonies and change) - unfortunately we will not be able to help you out. There is a Coast Capital Bank across the street.
- ◆ An invoice book
- ◆ The café will be open however, granola bars & good healthy snacks are always good to have in your tool box
- ◆ Mouthwash or breath mints
- ◆ Water bottle
- ◆ Extra pairs of comfortable shoes
- ◆ Signage & labels for your products (no 'sale today' type signage)
- ◆ Pens, pencils, stapler & staples, paper clips, notebook, paper, tape, rubber bands
- ◆ Ambiance lighting, extra bulbs
- ◆ Booth table coverings (**REMINDER - your booth must covered to the floor!!**)
- ◆ If you are in the Gallery or Foyer, we highly recommend you cover you booths for after show hours as there is usually something going on at Mary Winspear during evening hours. For this purpose, bedsheets are fine.
- ◆ Your packaging materials
- ◆ Extension cords and power bar - **WE DO NOT PROVIDE**
- ◆ Sewing kit, safety pins & push pins, velcro dots/strips
- ◆ Medical Kit (medications, Ibuprofen, lip balm, eye drops, tissues, hand sanitizer, etc.)
- ◆ Eyeglasses and spare pair

Okay, so that is about it! We are looking forward to another successful year of creating First & Last Chance Christmas Craft Shows!

~ Jantina

“Quite simply, art and craft enrich our lives. It adds color, texture and pleasure to the ordinary. Artisans add the human element, 'someone created this with care and attention'. A coffee mug is just a coffee mug, but one purchased at a craft sale is a unique piece of pottery, hand thrown, glazed and fired. It comes with the story of the artisan. Perhaps for the customer it is just as much about the memory of a day spent with friends and family as it is about the coffee mug. However, it is the gifts we have received that are handmade that we treasure the most. When you wrap cold hands around a handcrafted coffee mug, it just may also warm your heart.”

~ author unknown ~

