

## **JCCAC Handicraft Fair**

### General Terms and Conditions

#### **“JCCAC Handicraft Fair” background information:**

The “JCCAC Handicraft Fair” (the “Fair”) is organised quarterly within limited resources by the Jockey Club Creative Arts Centre (JCCAC or the “Organsier”), which is a self-financed, non-profit organisation promoting arts and culture. The Fair is not only a competitive platform for handcraft artisans to sell their works, understand the market and find inspiration for their creativity, but is also an opportunity for the public to meet handcraft artisans and appreciate their passion and effort, thus helping to support the development of creativity. Various arts and cultural programmes (including movie screening on the roof terrace, guided tour of open studios, an alternative free market, a free stage, etc.) are organised by JCCAC during the Fair. Some arts studios are open with independently organised programmes (exhibitions, demonstrations, workshops, etc.) and sales activities (of artworks and other items independently arranged by the arts studio itself, which do not form part of the official Fair selections.)

#### **Time and place of the next Fair:**

Date and time: 12 and 13 March 2016 (weekend), from 1 to 7 pm

Venue: JCCAC Central Courtyard, Galleries, Jockey Club Black Box Theatre, other suitable communal spaces located between L2 and L8 (as demarcated by notices during the Fair) and roof terrace

#### **Event objectives:**

1. The Fair is organised with the following aims:
  - 1.1 To provide more than a sales opportunity for participating artisans (“Participants”), as an interactive platform for synergy between them which allows Participants to sell their works, understand the market and find inspiration for their creativity;
  - 1.2 To provide an opportunity for the public to meet handcraft artisans and appreciate their passion and effort, thus helping to support the development of creativity;
  - 1.3 To allows people to connect, share ideas, find common values and build solidarity, thus sowing the seeds for the growth of a civilised society with unique spirit and local identity; and
  - 1.4 To provides a platform to the public to participate and support local arts and cultural programmes.

#### **Types of applicant, stall & participation fee:**

2. Applications are welcome from individual artisans or artisan groups. The Fair takes place over 2 consecutive days and offers 2 types of stalls:
  - 2.1 Whole Stall: **HK\$800**; or
  - 2.2 Half Stall: **HK\$400**.

#### **Participant’s responsibilities and commitments:**

3. Since the number of stalls available is limited, each applicant (whether as individual or group Independent Applicant or as the Main Applicant of a Joint Application) may submit only one application. Submission of multiple applications may be viewed as dishonesty and affect the Participant’s participation at this Fair and any future application.
4. Applications for selling food and drinks are not accepted. **Goods allowed to be sold at the Fair are mainly original (i.e. the Participant’s own brand design and/or production) and hand crafted works/products; their style, quality and nature (and for Joint Application, the ratio of works/products between the collaborating parties) must be consistent with the information provided in the application form. Failure to do so may be construed as dishonesty and affect the Participant’s participation at this Fair and any future application.**
5. Should any infringement of copyright by any work/product sold at the Fair be discovered, the Organiser reserves the right to report it to the Hong Kong Customs and Excise Department without prior notice. All legal responsibilities, damages and loss arising out of such copyright infringement will be borne entirely by the relevant Participant.
6. The following applies to Joint Application: The Main Applicant must assume full responsibility for the application and no proxy is allowed. In principle, the Main Applicant’s works/products must account for the majority (i.e. at least 50%, or above). Information about all the collaborating parties, and the ratio of works/products between them, must be provided in the application form together with reference photographs.
7. **Due to the limited number of stalls available, if there are many applications of similar quality and style, the Organiser may possibly include drawing lots in the selection process for some of the stalls.**
8. The Applicant must assume full responsibility for furnishing adequate and accurate information in the application, notwithstanding that the Organiser (to aid its consideration of the application) reserves the right to request further information about the works/products from the Applicant. **A Working Group formed by the Organiser will select Participants mainly based on considerations including but not limited to:**
  - 8.1. The general nature, design, use of material, style and quality of the works/products;
  - 8.2. The originality and customer appeal of the works/products; and
  - 8.3. The direction and mix as decided by the Organiser.
9. **A quota of not less than 40% is reserved to include (but be not limited to) the following types of Applicants:**
  - 9.1. First-time applicants and applicants who have not participated in the Fair in the past year; and
  - 9.2. Suitable non-government organisations (NGO) serving the less privileged.

10. The Organiser reserves the right to terminate the Participant's participation and immediately expel the Participant from the JCCAC premises with no refund of participation fee or any compensation, if in the Organiser's view the Participant's behaviour or action, or the works/products being sold, or the manner that they are being sold, should potentially:
  - 10.1. Infringe this "General Terms and Conditions", or be inconsistent with the Centre's objectives and/or the Event Objectives above; or
  - 10.2. Be illegal, fraudulent or infringe copyrights; or
  - 10.3. Be dangerous, offensive, indecent or disturbing.
11. The Organiser has full discretion and final decision on the acceptance/approval or otherwise of any application, and no explanation or comment will be given by the Organiser on the application result of any individual case.

#### **Venue & stall facilities:**

12. For any successful applicant applying for a Whole Stall, one table (approximately 6 ft x 2 ft) and 2 chairs will be provided. For any successful applicant applying for a Half Stall, half a table (approximately 3 ft x 2 ft) and 1 chair will be provided; please note that the other half of the table will be used by another Participant assigned by the Organiser. The table, chairs and all borrowed items must be returned to the Organiser in good condition at the end of the Fair, failing which the Organiser may demand compensation from the Participant for loss or damage.
13. The Organiser reserves the right to match Half Stall Participants and to assign the stall location of any Participant, including but not limited to possibly zoning by product type. The following apply to successful applicants participating in the Fair:
  - 13.1. The Participant may bring along no more than one extra chair and decorate the stall with tablecloth, tabletop display rack, etc., but such items must only take up the space within the assigned stall area. Request for special assistance (e.g. power supply) or to borrow items must be specified in the "Stall Hiring Agreement" or made in writing (e.g. by email) as early as possible; the Organiser has full discretion to decide whether or not the request can be entertained.
  - 13.2. The Participant must fully attend the 2 consecutive days of the Fair, by ensuring that the stall is manned at all times by at least one authorised representative who shall be fully responsible for the operation of the stall during the Fair.
  - 13.3. During the Fair, as provided by the Organiser for identification, the Participant must wear the name badge and clearly display the participation permit at the stall.**
  - 13.4. In principle, the Participant may not close the stall earlier than the Fair closing time without prior written approval from the Organiser.
  - 13.5. Overnight storage for non-valuable items is available from 7pm on the first day to 1pm on the second day of the Fair. The Organiser shall not be responsible for any loss or damage to any stored item.
  - 13.6. If the Fair is cancelled due to special circumstances such as bad weather, typhoon, etc., the participation fee is non-refundable, but the Organiser will offer the Participant to join the next Fair as compensation.

#### **Friendly reminder:**

- 14. Part of the Fair may take place inside JCCAC's exhibition galleries and Jockey Club Black Box Theatre. Please be reminded that eating and drinking are not allowed in these venues for hygiene reasons, and the use of any sticky substance (e.g. scotch tape, blue-tack, etc.) to put up posters or hang things up on the walls is prohibited to avoid damaging them. Also, please be aware that as the Fair hours are long, Participants may wish to arrange assistance to make possible temporary departure from the stall to eat or rest when needed, in rest zones set up by the Organiser.**

#### **Application procedures:**

15. To apply, please carefully read through these "General Terms and Conditions" and submit application by the following methods (as late applications and applications submitted by other methods, e.g. email or fax, will not be accepted):
  - 15.1. **Online application** (<http://www.art-mate.net/?a=doc&id=13462>); or
  - 15.2. Download and complete the application form ([www.jccac.org.hk](http://www.jccac.org.hk)) for submission **by hand or by post** (must be postmarked no later than the deadline) to: L1 Front Desk, JCCAC, 30 Pak Tin Street, Shek Kip Mei, Kowloon. (Front Desk office hours: 10am to 7:30pm daily)
16. **Submission deadline: 25 January 2016 (Monday) 7:30 pm.**
17. Please note all submitted information (including application form, product photos and other reference materials/samples) will not be returned. Applicants are advised to retain own copy for record.
18. The Organiser will contact the Applicant via email on or before **28 January 2016 (Thursday)** to confirm receipt of the application.
19. Successful Applicants will receive confirmation email from the Organiser around **4 February 2016 (Thursday)**, and be notified of instructions for participation fee payment and signing of "Stall Hiring Agreement".
20. Any Applicant who has not heard from the Organiser by this date may consider the application unsuccessful.

#### **Personal information collection statement:**

21. The personal information collected in the application form is for use by the Organiser only and will not be given access by any third party without seeking the Applicant's prior consent.

For enquiries, please contact JCCAC Programme Officer, Ms. Amy Cheng (email: [amycheng@hkbu.edu.hk](mailto:amycheng@hkbu.edu.hk) / tel: 2319 2173).  
 [Should there be discrepancies between the English and Chinese versions, the Chinese version should prevail.]

<b>For Official Use</b> Application No. : <i>HF1603-</i> Stall no:
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## JCCAC Handicraft Fair (March 2016) Application Form

Please note:

- Unless otherwise indicated, all items in this application form must be completed, failing which the application may not be accepted for processing by the Organiser without prior notice.
- The full responsibility of providing adequate and accurate information for the Organiser’s consideration rests with the Applicant. Please continue on separate sheet if running out of space.

<b>I. Type of Stall:</b> (Please choose either ONE) (Please refer to clause 12 of the “General Terms and Conditions”) <input type="checkbox"/> <b>Whole Stall (6 ft x 2 ft)</b> or <input type="checkbox"/> <b>Half Stall (3 ft x 2ft)</b>		
<b>II. Independent of Joint Applicant:</b> (Please choose either ONE) <input type="checkbox"/> <b>Independent Application</b> (by an individual or group)    or <input type="checkbox"/> <b>Joint Application</b> (represented by the Main Applicant)		
<b>Information about the Applicant (and collaborating participants)</b>	<b>Independent (individual or group) Applicant or Main Applicant in Joint Application</b> (i.e. main contact person assuming full responsibility for the application, to whom the non-amendable participation fee receipt will be addressed)	<b>Other collaborating participants in Joint Application</b> (must be completed for Joint Application)
Name of Applicant/Group:		
JCCAC studio name and no. (For JCCAC tenant only):		
Contact tel. no.:		
Email address:		
Website: (if any)		
<b>III. Joint Application – nature and details of the collaboration between the Main Applicant and other collaborating participants</b> (must be completed for Joint Application) Briefly describe the nature and reason for collaboration, and the artistic development benefits to the collaborating parties. If any party is a group/organisation, also provide information about key members participating and the nature and details of the collaboration		
<b>IV. Information about the stall and product</b> All information provided must be truthfully realised by the Participant during the Fair, failure of which may be construed as dishonesty and affect the Participant’s participation at this Fair and any future application.		
Brand name of works/products:		
Briefly describe (in under 100 words) the creative concept and uniqueness of the brand/products on sale		
Joint Application – ratio of works/products under each participating brand	% (the Main Applicant’s works/products should account for at least 50% or above of all works/products on sale)	%
<b>Please provide at least six photos of the works/products for reference.</b> You may stick them onto an A4 sheet, stating <b>artisan, name and description of each work/product</b> , and/or provide other useful reference material to demonstrate the works/products.		

Type of works/products to be sold: (Please  the appropriate boxes, multiple types allowed)

Accessories     Textile     Leather     Glass     Pressed flower     Wool felting  
 Fashion     Ceramics     Handmade soap /skin care     Painting     Paper product     Handmade stamp  
 Others: \_\_\_\_\_

Price range of works/products to be sold: Around HK\$ \_\_\_\_\_ to \_\_\_\_\_

Average price of works/products to be sold: Around HK\$ \_\_\_\_\_

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Have you previously participated in any JCCAC Handicraft Fair? If yes, please  the appropriate boxes:

November 2014     March 2015     June 2015     November 2015

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What other fairs have you previously participated in the past 3 months?

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**I, the Applicant / Main Applicant of Joint Application, confirm that all information submitted is correct. I have read and agree to abide by the “JCCAC Handicraft Fair: General Terms and Conditions”, including (but not limited to) the “Participant’s Responsibility and Commitment”. I understand and accept that, should it be found that I have provided false information or that in the Organiser’s view I have infringed the “JCCAC Handicraft Fair: General Terms and Conditions”, the Organiser may terminate my participation in the Fair and expel me from the Organiser’s premises with no refund of participation fee or any manner of compensation. I agree to accept that the Organiser’s decision regarding my application shall be final and no explanation or comment will be provided by the Organiser on any individual application.**

**Signature of the Applicant/Main Applicant of Joint Application :** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Any application without signature will not be accepted for processing by the Organiser without prior notice. If the Applicant/Main Applicant is a group/organisation, its official chop must also be affixed.)