

JCCAC Handicraft Fair **General Terms and Conditions**

General Information about “JCCAC Handicraft Fair” :

Date and time: 21 and 22 June 2014 (Weekend), from 1-7pm

Venue: Central Courtyard, Galleries, Black Box Theater or other space in Jockey Club Creative Arts Centre (JCCAC).

Event Objectives :

1. The JCCAC Handicraft Fair (the “Fair”) organised by JCCAC (the “Organiser”) is more than an opportunity for participating artisans (“Participants”) to sell handicraft products. It is also an interactive platform for synergy between Participants, and allows Participants to share their creative ideas and original works with the public.
2. The Fair celebrates quality, originality and attractiveness, not only in the design of the products but also in the choice of materials and the manner of execution/production. It tries to offer a balanced showcase of different types of handicraft products, and caters to the tastes of the consumers.
3. The Fair provides a platform to the public to get a better understanding of JCCAC.

Type of Stall & Participation Fee :

4. Target applicants : Individual artisan(s) or artisan group. The Fair takes place over 2 consecutive days. 2 types of stalls are offered:
 - 4.1 HK\$600 for whole stall; or
 - 4.2 HK\$300 for half stall.

Participant’s Responsibility and Commitment :

5. Since the number of stalls available is limited, each Participant (whether an individual or a group) 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.
6. The Participant must ensure that all handicraft products sold at the Fair **are original designs, of which the style, quality and type must be consistent with the information provided on the Application Form. Otherwise, it may be viewed as dishonesty and affect the Participant’s participation at this Fair and any future application.**
7. Should it be found that any product sold by a Participant infringes copyrights, 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 Participant.
8. For joint application by multiple artisans to use one stall, information participation rate of each artisan and photos of the work to be sold by each artisan should be provided on the Application Form. The Organiser reserves the right to request supplementary or more detailed information of products from the applicant.
9. **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.**
10. **A Working Group formed by the Organiser will select Participants based on considerations including but not limited to:**
 - 10.1 **The quality, originality and uniqueness of the design of the product(s);**

10.2 The product(s)' originality and customer appeal; and

10.3 The direction and mix as decided by the Organiser.

11. A quota of around 10% is reserved in each Fair for first time applicants and applicants who have not participated in the Fair in the past year.

12. 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 handicraft products being sold, or the manner that they are being sold, should potentially:

12.1 Infringe these General Terms and Conditions, or is inconsistent with the Event Objectives above; or

12.2 Be illegal, fraudulent or infringe copyrights; or

12.3 Be dangerous, offensive, indecent or disturbing.

13. The final decision on whether or not an application should be approved is at the full discretion of the Organiser. The Organiser regrets that it will not be able to comment on the application result of any individual case.

Venue & Stall Facilities :

14. For each successful applicant applying for whole stall, one table (approximately 6 feet x 2 feet) and 2 chairs will be provided. For each successful applicant applying for half stall, half a table (approximately 3 feet x 2 feet) and 1 chair will be provided; please note that the other half of the table will be used by another Participant. These and any 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.

15. 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.

15.1 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 or borrowing items must be specified on the Agreement or made in writing (e.g., by email) as early as possible once the application is success; the Organiser has full discretion on whether or not the request can be entertained.

15.2 Please ensure the stall is manned at all times by at least one representative authorised by the Applicant. The authorised representative shall fully responsible for the operation of the stall during the Fair.

15.3 The Applicant shall not close the stall earlier than Fair closing time, without prior written approval issued by the Organiser.

15.4 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.

15.5 If the Fair is cancelled due to special circumstances such as bad weather, typhoon, etc., the participation fee is non-refundable. Organiser will arrange for the confirmed Participant to join a later Fair as compensation.

Friendly Reminder:

16. Part of the Fair may take place inside JCCAC's exhibition galleries and theatre. Please be reminded that eating and drinking are not allowed in these venues for hygiene reasons, and the use of any sticky substance (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 for own assistance so that it is possible to leave the stall to eat or rest when needed.

Application Procedures :

17. **The completed Application Form together with at least 6 photos, representative of the type, design, material, character and quality of the products to be sold must be submitted on or before the deadline of 15 May 2014 (Thursday) to "L1 Front Desk, JCCAC, 30 Pak Tin Street, Shek Kip Mei, Kowloon", either (a) by post (must be postmarked no later than the deadline); or (b) delivered by hand and dropped into the special collection box at L1 Front Desk during its Office Hours (L1 Front Desk Office Hours: 10am to 7:30pm daily). Please mark "JCCAC Handicraft Fair Application" on the envelope.**
18. Late applications and applications submitted by other methods (e.g. by email or fax) will not be accepted.
19. Please note all submitted information (including application form, product photos and other reference materials) would not be returned once handed in. You are advised to save a copy for your own record and keeping.
20. The Organiser shall contact all applicants via email on or before 17 May 2014 (Saturday) to confirm the application is received.
21. The Organiser shall contact successful applicants via email on 22 May 2014 (Thursday) regarding the payment of participation fee and signing of agreement.
22. Applicants who have not been contacted by this date may consider their applications unsuccessful.

Personal Information Collection Statement

23. The personal information collected in the Application Form is only for use by the Organiser. No third party will be given access to it without seeking the applicant's prior consent.

For enquiries, please contact the staff of the Organiser:

Ms. Amy Cheng at amycheng@hkbu.edu.hk or tel : 2319 2173 or

Ms. Milky Choi at milky@hkbu.edu.hk or tel: 2319 2512

For Official Use

Application No. : *HF1403-*

Stall no:

JCCAC Handicraft Fair Application Form

Please read the 'General Terms and Conditions' and complete this 'Application Form'. The completed form must be submitted on or before the deadline of 15 May 2014 (Thursday) to "L1 Front Desk, JCCAC, 30 Pak Tin Street, Shek Kip Mei, Kowloon".

I. Type of Stall applying for: (Please choose either ONE) <input type="checkbox"/> Whole Stall or <input type="checkbox"/> Half Stall		
II. Applicant Information: (Please choose either ONE) <input type="checkbox"/> Individual / Organisation or <input type="checkbox"/> Joint Application (the main applicants could invite other artisans to apply in the same application)		
	Main applicant (*The main contact person and the person in charge of the stall. The name on the participation fee receipt issued by JCCAC will be the same as the name of Applicant/Organisation indicated here. No amendment is allowed once the receipt has been issued.)	Other applicant(s) (please use a separate sheet if needed)
Name of Applicant /Organisation:		
Contact no.: (must be filled)		
Email address: (must be filled)		
Website: (if applicable)		
III. Information about the stall and product		
Brand name of product :		
Brief description of the artistic concept and uniqueness of the handicraft products and/or the brand in around 100 words): (please use a separate sheet if needed)		
Percentage weight of each brand product:	%	%
* The Centre would consider the overall quality of all works included in the application. The applicant should ensure that the information provided in the application is actually realized at the Handicraft Fair, failing which the Centre has the right to immediately terminate the applicant's participation and/or may affect the applicant's future application.		
Please briefly describe the design of the handicraft products to be sold, and attach at least six photos with name of the creator, name and description of the product for reference. Please use a separate A4 sheet or other representative of the type, design, material, character and quality of the products to be sold if needed.		

Product categories : (Please the appropriate boxes) (can choose more than one category)

- Accessories Textile Leather Glass Photography product Wool felting
 Fashion Ceramics Handmade soap / skin care Painting Paper product Handmade stamp
 Others: _____

Average price/price range of the handicraft products to be sold at the Fair: HK\$_____

Have you participated in any previous JCCAC Handicraft Fair? If yes, please state when:

- March 2013 June 2013 September 2013 November 2013

What other fairs have you previously participated in?

I (the Main Applicant) confirm that all information submitted is correct. I have read and agree to abide by the “JCCAC Handicraft Fair General Terms and Conditions of Participation”, 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 of Participation”, 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 case.

Signature of Main Applicant : _____ Date:_____

* Application without signature will not be considered. For organisation , organisation chop is required.