

# Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 3 & SATURDAY, NOVEMBER 4, 2017

## FAIR REGULATIONS

1. All exhibitor and food tables will be \$50.00 + GST. An exhibitor that does not fit into any of the categories of craft or food, will be assessed a fee of \$135 + GST; please contact the Craft Fair Coordinator. Each space will include one table and two exhibitor passes; or if only a craft space is requested (no table), two exhibitor passes. You must wear your exhibitor pass at all times to avoid paying each time you enter the building. Additional exhibitor passes are available for \$4.00 + GST each. **\*Exhibitors are encouraged to bring their own chairs as chairs are in limited supply; those available may be rented for \$2.50 + GST each. NOTE: Entry fees must accompany your application form. No post-dated cheques please.\***
2. APPLICATIONS MUST BE MAILED TO THE DISTRICT OF KITIMAT (270 CITY CENTRE, KITIMAT, B.C., V8C 2H7), OR HAND-DELIVERED TO THE RIVERLODGE RECREATION CENTRE (654 COLUMBIA AVENUE) AND DATE STAMPED. **If exhibitor spaces are filled prior to the deadline date of October 13, 2017 the wait list shall be maintained.**
3. All applications are subject to approval by the Riverlodge Programmer. If approved, your receipt will be mailed to you two weeks before the fair, or call Riverlodge. If your application is not approved, your entry fee will be returned to you along with an explanation for rejection generally within one week.
4. **Additional spaces may be available after the application deadline date.** These spaces may be rented at the regular rates.
5. Exhibitors may construct their own stand, shelf units or stall (must fit within the allowed eight-foot frontage). Overall dimensions must be pre-approved by the Craft Fair Co-ordinator.
6. Backdrops are in very short supply and must be requested; they are available for those tables in the centre aisle of Jim Linton Gymnasium only. **Please bring something to cover them with as they are unsightly. Also, please consider your electrical requirements carefully as outlets are very limited.**
7. In consideration of those on the wait list, please contact us if you are unable to attend after having registered. Failure to send notification seven days prior to the Fair may jeopardize your eligibility in future Craft Fairs.
8. **NOTE: Exhibitor fees are non-refundable unless there is a medical reason.**
9. **Christmas Craft and Gift Sale:** All items must be hand-crafted by the exhibitor; exceptions will be made for businesses. Fee is \$135 + GST.
10. Artists will exhibit **ORIGINAL** artwork only - no copies, kits or commercial moulds will be exhibited. Fine or applied art in traditional or non-traditional media are acceptable (painting, drawing, printmaking, sculpture, photography, carving, glass, mixed & multi-media). Artwork must be titled with name of artist and price.
11. All exhibits are submitted at the owner's risk.
12. **PETITIONS AND FUNDRAISING ACTIVITIES SUCH AS RAFFLES OR EVENT TICKET SALES ARE NOT PERMITTED.**
13. **THE SALE OF FOOD IS NOT PERMITTED IN THE LARGE GYMNASIUM.** Crafters wishing to sell food products will be allocated to the Food Room. **NOTE:** Violations of this rule will lead to removal of the food by the District of Kitimat Riverlodge Programmer.
14. Although the general public is not permitted to consume food or drink in the gymnasium, exhibitors, because of the long hours of sales, are allowed to consume food and refreshment at **their table only**. Please remove your garbage and boxes at the end of the fair.
15. This is a smoke free facility. **Also, do not light any candles!**
16. Exhibits must be set up between 1pm and 4:30pm on the first day of the Fair. If you are not in the process of setting up by 4pm on Friday, your space will be reassigned to another crafter.
17. Fair hours will be from 5 pm – 9 pm on Friday and 10 am – 4 pm on Saturday.
18. Food vendors should specify type of food to be sold to avoid duplication. Food vendors are responsible to obtain a Food Permit from the NW Community Health Services Society (pick up from the Kitimat General Hospital). Each food table must have one person with a "FOOD SAFE" course on shift at all times. A running-water hand-washing station must be in place at each vendor's outlet.

**All exhibitors must bring one strand of LED multi-coloured lights to display along the front of your table (mandatory), plus a means of power, i.e. extra extension cords or power bar with a minimum wire size of 16 gauge and a maximum length of 50'.**

**No staples on tables - please use duct tape or masking tape to attach lights to the table.**

**Attention Food Vendors: Please bring your extension cords on Friday afternoon before 3pm for an efficient and proper set-up. Please see Recreation Programmer for proper electrical placement.**

**PLEASE NOTE: TABLES FOR THE SPRING CRAFT FAIR 2018 WILL BE BOOKED ONLINE OR CALL RIVERLODGE TO BOOK YOUR TABLE DIRECTLY.**

**FOR MORE INFO PLEASE CALL: RIVERLODGE (phone) 250-632-8970, (fax) 250-632-5953  
RIVERLODGE RECREATION CENTRE ADMINISTRATION HOURS: MON-SUN 8:30 AM – 9:30 PM**

# Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 3 & SATURDAY, NOVEMBER 4, 2017

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

PLEASE LIST ALL NAMES OF EXHIBITORS AND/OR CLUB NAME

(Note: You will receive only two exhibitor passes with your table; if you need more passes there is a charge of \$4.00 + GST each)

DESCRIPTION OF ITEMS (HAND-CRAFTED OR ART WORK) (be specific)

DESCRIPTION OF FOOD (list **detailed** menu including beverages)

**RIVERLODGE KITCHEN WILL OPEN FRIDAY AT 8:30AM AND SATURDAY AT 8AM.**

Don't forget to obtain a food permit at the NW COMMUNITY HEALTH SERVICES SOCIETY!

One person with a "FOOD SAFE" course and a running-water hand-washing station is required at each vendor's outlet!

## REQUIREMENTS

Craft or Food Table (8' frontage) - Please bring chairs from home	#	x \$50.00	\$	
Craft Space only ( <b>no table or chair</b> ), 8' frontage	#	x \$50.00	\$	
Business Rate	#	x \$135.00	\$	
Extra Exhibitor Passes - They will be taped to your table, so please check when you are setting up.	#	x \$4.00	\$	
Chairs - limited supply (or you must bring your own)	#	x \$2.50	\$	
Payment by Credit Card: Card Number: _____			<b>SUBTOTAL</b>	<b>\$</b>
Name on Card: _____			<b>+5% GST</b>	<b>\$</b>
Expiry Date: _____			<b>TOTAL</b>	<b>\$</b>

## SPECIAL REQUIREMENTS

Electrical Outlet (very few available) \_\_\_\_\_

**Please bring your own extension cord with minimum wire size of 16 gauge and maximum length of 50'!**

**Fabric backdrops will only be available to those tables in the centre isle of the Jim Linton Gymnasium. Please bring something to cover them with you as they are unsightly. Please request on the floorplan if needed as there is a limited supply.**

A diagram of the layout at Riverlodge is printed on the back of this application form. Please note your first, second, and third location choices. **It's first-come first-serve for the best chance to receive a desired space. Riverlodge Programmer will make the final determination.**

**APPLY PRIOR TO OCTOBER 13, 2017 TO GET A DESIRED SPACE!**

**Applications are still accepted after this date.**

Please enclose your cheque or money order, **payable to the District of Kitimat**, along with your application form. In consideration of those on the waiting list, please contact us if you are unable to attend after having registered. Failure to send notification seven days prior to the fair may jeopardize your eligibility in future fairs.

**NOTE: EXHIBITOR FEES ARE NON-REFUNDABLE UNLESS THERE IS A MEDICAL REASON. A FEE OF \$10 WILL BE CHARGED FOR NSF CHEQUES**

**MAIL TO: DISTRICT OF KITIMAT, 270 CITY CENTRE, KITIMAT, B.C. V8C 2H7, or**

**HAND DELIVER TO: RIVERLODGE RECREATION CENTRE, 654 COLUMBIA AVENUE, KITIMAT, B.C.**

**AGREEMENT: I AGREE TO ABIDE BY THE REGULATIONS OF THE *DISTRICT OF KITIMAT*  
RIVERLODGE RECREATION CENTRE**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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