

Spring Craft & Business Fair

SATURDAY, April 1st, 2017

Mark on your calendars the 3rd and 4th of November 2017!
This is the date selected for the 2017 Christmas Craft and Gift Sale.

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 \$70 + GST; please contact the Riverlodge Programmer. 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 \$3.50 + GST each. **Exhibitors are welcome to bring their own chairs as chairs will not be supplied. Limited supply of chairs is available to rent at \$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), HAND-DELIVERED OR FAXED (250-632-5953) TO THE RIVERLODGE RECREATION CENTRE (654 COLUMBIA AVENUE) AND DATE STAMPED. If exhibitor spaces are filled prior to the deadline date of **March 10, 2017** a wait list shall be maintained.
3. All applications are subject to approval by the Riverlodge Programmer; if approved, your confirmations will be mailed to you. If your application is not approved, your entry fee will be returned to you along with an explanation for rejection. Confirmations will be mailed out two weeks before the fair.
4. **We will still be accepting applications after the deadline date of March 10th, as spaces may still be available.**
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 Riverlodge Programmer.
6. Backdrops are in very short supply; they are available for those tables in the centre isle of Jim Linton Gymnasium only. First come first serve. Please indicate if you are in need of one. **Please consider your electrical requirements carefully as outlets are limited on the outside walls.**
7. In consideration for those on the wait list, please contact us if you are unable to attend after having registered. **NOTE: Exhibitor fees are non-refundable. (Unless medical reasons – decision is up to Programmer's discretion.)**
8. Spring Fair: Includes home-based businesses, handcrafted items and local businesses. Duplication of home-based businesses is accepted.
9. All exhibitors' displays are left at the owner's risk during the Craft Fair and non-exhibiting hours.
10. **PETITIONS AND FUND-RAISING ACTIVITIES SUCH AS RAFFLES OR EVENT TICKET SALES ARE NOT PERMITTED.**
11. 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 Riverlodge Programmer.**
12. 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**.
13. **Please remove garbage and boxes at the end of the Fair, in the dumpsters provided outside the building (across from the kitchen doors), as well as BBQ grease pails: a \$25 charge will be issued.**
14. This is a smoke free activity. **Also, do not light any candles!**
15. Exhibits must be set up between 7:30 pm to 9 pm on the night prior to the Fair or between 8 am to 9:30 am on the day of the Fair. If you are not in the process of setting up by 9:15 am on the day of the Fair your space will be reassigned to another exhibitor.
16. Fair hours will be from 10am - 4pm on Saturday only.
17. Food vendors should specify type of food to be sold in order to avoid duplication. Food vendors are responsible to obtain and display a Food Permit from the NW Community Health Services Society. Each food table must have one person with a "FOOD SAFE" course on shift at all times. A running-water hand-washing station (e.g., portable jug of water with spout is acceptable) must be in place at each vendor's outlet.

PLEASE CLOSE DOORS AS BEST YOU CAN COMING IN AND OUT OF THE BUILDING AS OTHER VENDORS GET COLD.

**Please bring your own extension cords with a minimum wire size of 16 gauge and a maximum length of 50'.
ATTENTION FOOD VENDORS: Please bring your extension cords Friday during setup time for an efficient and proper set up. Please see Riverlodge Programmer for proper electrical placement.**

FOR MORE INFO PLEASE CALL: RIVERLODGE 250-632-8970, fax number 250-632-5953

**RIVERLODGE RECREATION CENTRE BUSINESS HOURS:
MONDAY - SAT 8:30am – 9:30pm / SUN 9:30am – 9:30 pm**

Spring Craft & Business Fair

SATURDAY, APRIL 1st, 2017

NAME _____ PHONE _____

ADDRESS _____ CITY _____ POSTAL CODE _____

EMAIL _____

PLEASE LIST ALL NAMES OF EXHIBITORS AND/OR CLUB NAME (2 max – more than 2 must purchase extra exhibitor passes) _____

DESCRIPTION OF ITEMS (be specific)

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

RIVERLODGE KITCHEN WILL OPEN ON SATURDAY AT 8:30AM.

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 are required at each vendor's outlet!

REQUIREMENTS

Craft or Food Table (8' frontage) Please bring chairs from home.	#	x \$50.00 (+ GST)	\$
8 Foot Space only – bringing own display (no table needed)	#	x \$50.00 (+ GST)	\$
Commercial or Homebased Businesses (selling retail)	#	x \$70.00 (+ GST)	\$
Chair Rental	#	x \$2.50 (+ GST/PST).....	\$
Extra Exhibitor Passes (2 passes come with your table)	#	x \$3.50 (+ GST)	\$
SUBTOTAL			\$
+ 5% GST			\$
TOTAL			\$

DEADLINE FOR RETURN OF APPLICATION IS MARCH 10, 2017

PAYMENT METHOD

Interac / Cash: Payment taken in-person at Riverlodge Recreation Centre, 654 Columbia Avenue, Kitimat, BC

Cheque / Money Order: Payable to: District of Kitimat
Mail to: District of Kitimat, 270 City Centre, Kitimat, BC, V8C 2H7
A fee of \$10 will be charged for NSF cheques

Credit Card: Visa MasterCard
Card Number: _____
Expiry Date: _____
Cardholder's Name: _____
Cardholder's Signature: _____
Submit by mail to the District of Kitimat, in-person to Riverlodge, or by fax to 250-632-5953.

SPECIAL REQUIREMENTS:

- Electrical Outlet (very few available)
- **Limited number of fabric backdrops will be available to tables in centre isle of Jim Linton Gymnasium only.**
- **Please bring your own power bar and/or extension cord if needed with a minimum wire size of 16 gauge and maximum length of 50 feet!**

****A diagram of the layout at Riverlodge is printed on the back of this application form. You MUST give 3 table location choices and one choice must be in another room, otherwise the Recreation Programmer will make the final decision on your location. First-come first-serve for best chance to receive desired space.**

In consideration of those on the waiting list, please contact us if you are unable to attend after having registered.

AGREEMENT: I AGREE TO ABIDE BY THE REGULATIONS OF THE DISTRICT OF KITIMAT (RIVERLODGE REC CENTRE).

_____ Date

_____ Signature

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