

# Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 5 & SATURDAY, NOVEMBER 6, 2021

## FAIR REGULATIONS

1. All non-retail exhibitors and food tables will be \$60.00 + GST. An exhibitor that does not fit into any of the categories of craft or food, will be assessed a fee of \$140.00 + GST; please contact the Recreation 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 \$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. **Submitting Application forms:** (Forms available on line at [kitimat.ca](http://kitimat.ca) under Special Events)
  1. **In Person** - At Riverlodge Recreation Centre (654 Columbia Ave) or The District of Kitimat Office - 270 City Centre, V8C 2H7
  2. **Mail** - to the District of Kitimat Office (270 City Centre, Kitimat, BC V8C 2H7)
  3. **Fax** - to Riverlodge Recreation Centre at 250-632-5953.
  4. **Or Register by phone** at - 250-632-8970 with a credit card number and then fax in form.  
**If exhibitor spaces are filled prior to the deadline date of Monday, October 18, 2021 the wait list shall be maintained.**
3. **All receipts and allotted table number will be mailed to you two weeks before the fair.**
4. **Additional spaces may be available after the application deadline date – so please continue to fill out an application.**
5. Exhibitors may construct their own stand, shelf units or stall (must fit within the allowed 8' frontage and 2' space (behind). Overall dimensions must be pre-approved by the Recreation Programmer.
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- please ask to speak to the Riverlodge Programmer.**
9. 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.
10. All exhibits are submitted at the owner's risk.
11. **PETITIONS AND FUNDRAISING ACTIVITIES SUCH AS RAFFLES OR EVENT TICKET SALES ARE NOT PERMITTED.**
12. 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 Recreation Programmer.
13. 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, or clean up fee will be charged.**
14. This is a smoke free facility. **Also, do not light any candles!**
15. **Christmas Craft Fair**—Exhibits may set up between 7pm and 9 pm on the Thursday night or anytime during the day on the Friday but must be set up by 4 pm or your space could be reassigned to another crafter.  
**Spring Craft Fair**—Set up is done on the Friday night after 7 pm or first thing on the Saturday **prior to 9:15 pm!**
16. Fair hours will be from 5 pm – 9 pm on Friday and 10 am – 4 pm on Saturday, please do not pack up early.
17. Food vendors should specify type of food to be sold to avoid duplication. **Food vendors are responsible to obtain a Food Permit from Northern Health Authority (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. **\*Please post your food permit behind your table.**

**\*\* Please see Covid-19 safety plan on next page.**

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 3 pm for an efficient and proper set-up. Please see Recreation Programmer for proper electrical placement.***

# Christmas Craft Fair Safety Plan 2021

## COVID Guidelines

### Vendors and Patrons

- Use hand sanitizer when entering the building.
- **Masks must be worn at all times** unless you are under the age of 12 years of age.
- **All participants and vendors who are 12 years and older must show their vaccination card at the time of entering the building. If you are 19 years and older, you must also show government issued photo ID.**
- Please bring your own masks. We have spare masks if you forget.
- Please try to remain 6 feet apart at all times.
- All vendors must have hand sanitizer at their tables for patrons to use before touching any of their products.
- Disinfect any equipment or touched areas on your table every 2 hours.
- This event will be a, "Flow through Event", therefore, there will be no back tracking. All patrons will be following arrows throughout the building and exiting by the exit ramp on the left as you come out of the gym. **If patrons want to use the washrooms by the front desk, that will be the only exception.** If they want to go back to purchase an item, they will have to leave the building and enter through the entrance doors again, showing their hand stamp.
- **Food Room** – We are encouraging recyclable take out packaging for food, as there will only be 5 sit down tables available.
- **Vendors - If you are not feeling well before coming to the event do not attend, please call the front desk and we will issue a refund.**
- Also a) anyone experiencing any symptoms of Covid-19  
b) have returned from travel outside of Canada in the last 14 days  
c) has been identified as a close contact of Covid-19 or have otherwise been told to self-isolate by public health.
- Food vendors must have a hand washing station at their table.
- Maximum of 2 tables per vendor.

### Riverlodge Staff

- **Mask must be worn at all times.**
- Additional staffing will be placed at the entrance to the fair to check vaccine cards and issuing masks, if needed.
- High touch surface areas will be sanitized every 2 hour with Oxivir cleaning solution.
- All room capacity has been reduced by 50%, in order to meet Northern Health Covid-19 regulations.
- Directional arrows and signage will be placed throughout the building so everyone will be walking in the same direction.
- A community group will be on duty to monitor the flow of traffic and the amount of people entering the food room and gym. The number of vendors has been reduced in the lobby to avoid any congestion before entering the food room.
- There will be hand sanitizer in every room of the fair.

# Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 5 & SATURDAY, NOVEMBER 6, 2021

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)

1. \_\_\_\_\_

2. \_\_\_\_\_

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

DESCRIPTION OF FOOD (list menu) – **Don't forget to obtain your food permit from Northern Health Authority and no Styrofoam food containers please**

**RIVERLODGE KITCHEN WILL OPEN FRIDAY AT 4 PM AND SATURDAY AT 8 AM.**

Bring your food permit from Northern Health Authority!

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

**REQUIREMENTS: MASKS MUST BE WORN AND HAND SANITIZER ON YOUR TABLE. Chairs are not provided unless requested below for a small fee.**

Craft or Food Table (8' frontage)- no chair (Please no styrofoam containers -paper containers only)	# of tables _____	x \$60.00	\$
Craft Space only (no table or chair), 8' frontage	# of spaces _____	x \$60.00	\$
Business Table- 8' frontage – no chair	# of tables _____	x \$140.00	\$
Extra Exhibitor Passes - They will be taped to your table, so please check when you are setting up.	# of passes _____	x \$4.00	\$
<b>Chairs</b> - limited supply (or you must bring your own)	# of chairs _____	x \$2.50	\$
Payment by Credit Card: Card Number:		<b>SUBTOTAL</b>	\$
Name on Card:		<b>+5% GST</b>	\$
Expiry Date: CVV#		<b>TOTAL</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 if requested. Please bring something to cover them with you as they are unsightly. Please request on the floorplan if needed as supplies are limited.**

A diagram of the layout at Riverlodge is printed on the back of this application form. **You must choose six (6) 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 MONDAY, OCTOBER 18, 2021 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

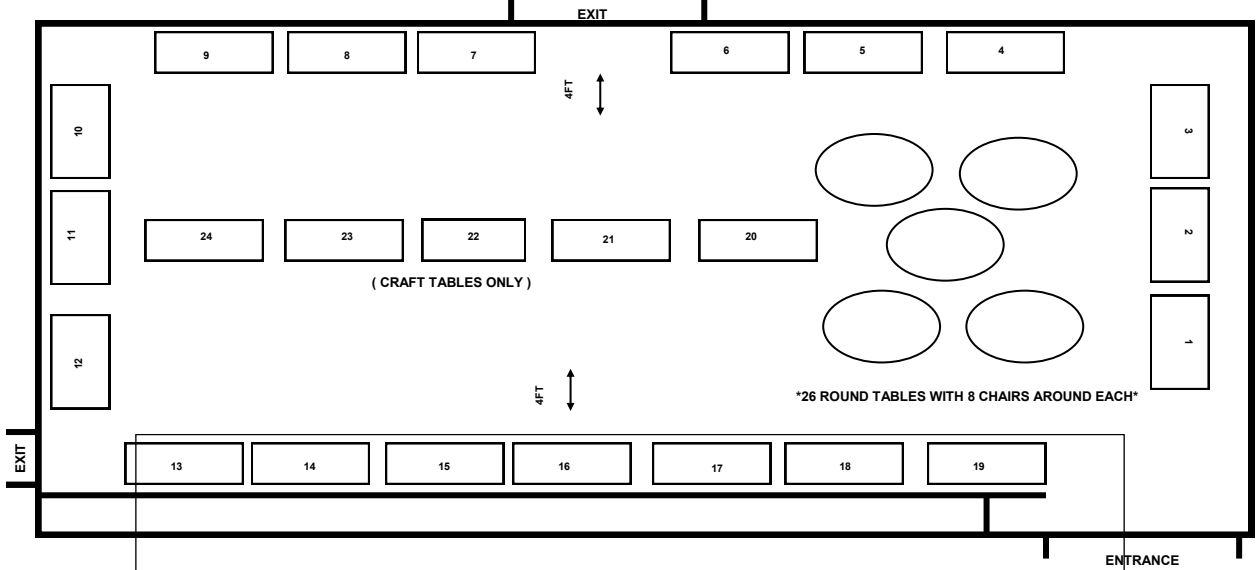
\_\_\_\_\_  
Date

**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**

**RIVERLODGE  
COMMUNITY  
ROOM (FOOD FAIR)**

**LEGEND**

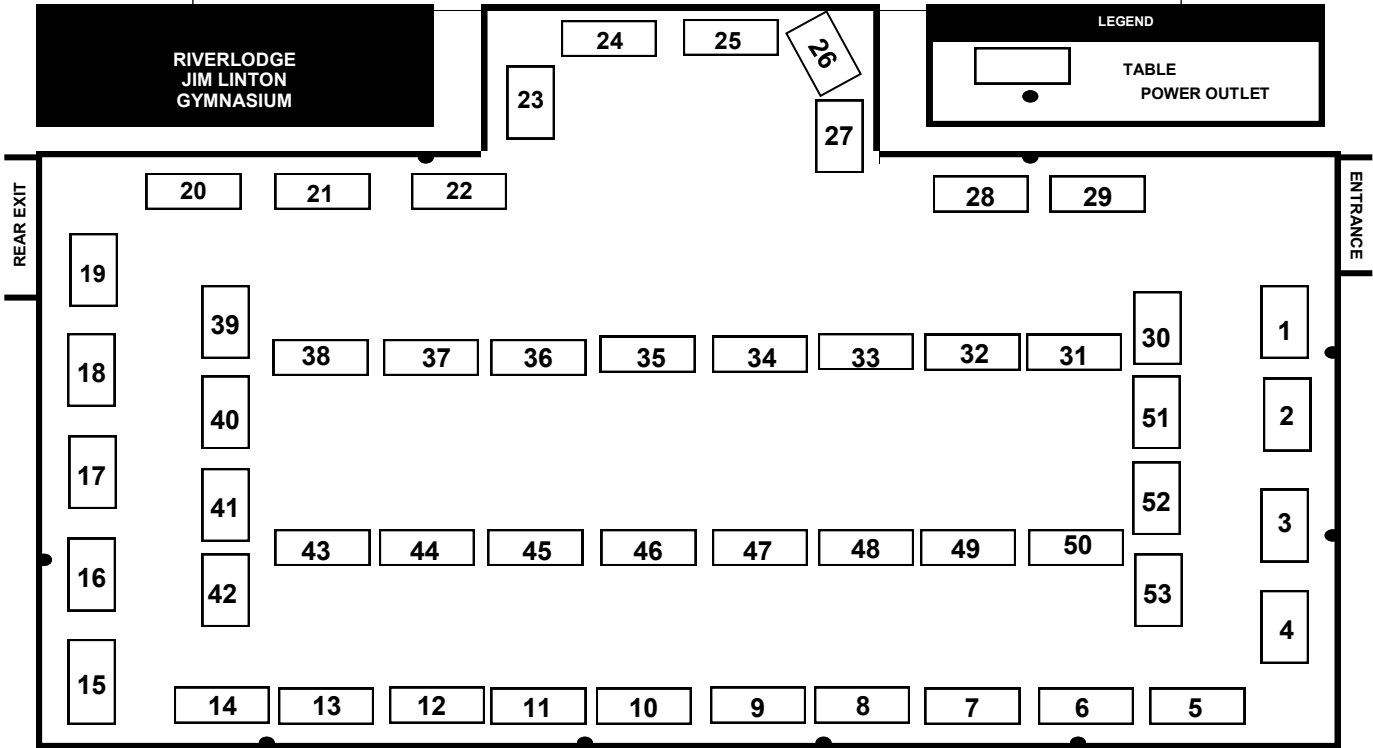
○ PATRON TABLE  
 □ VENDOR TABLE  
 ● POWER OUTLET



**RIVERLODGE  
JIM LINTON  
GYMNASIUM**

**LEGEND**

□ TABLE  
 ● POWER OUTLET

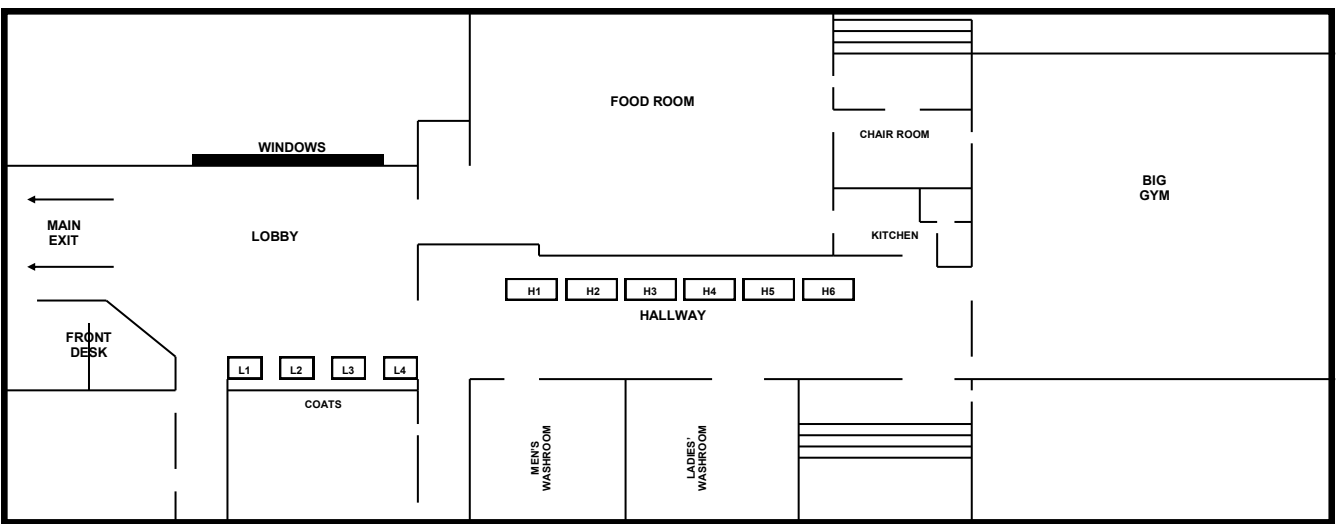


**RIVERLODGE  
HALL FLOOR**

**LOBBY &  
PLAN**

**LEGEND**

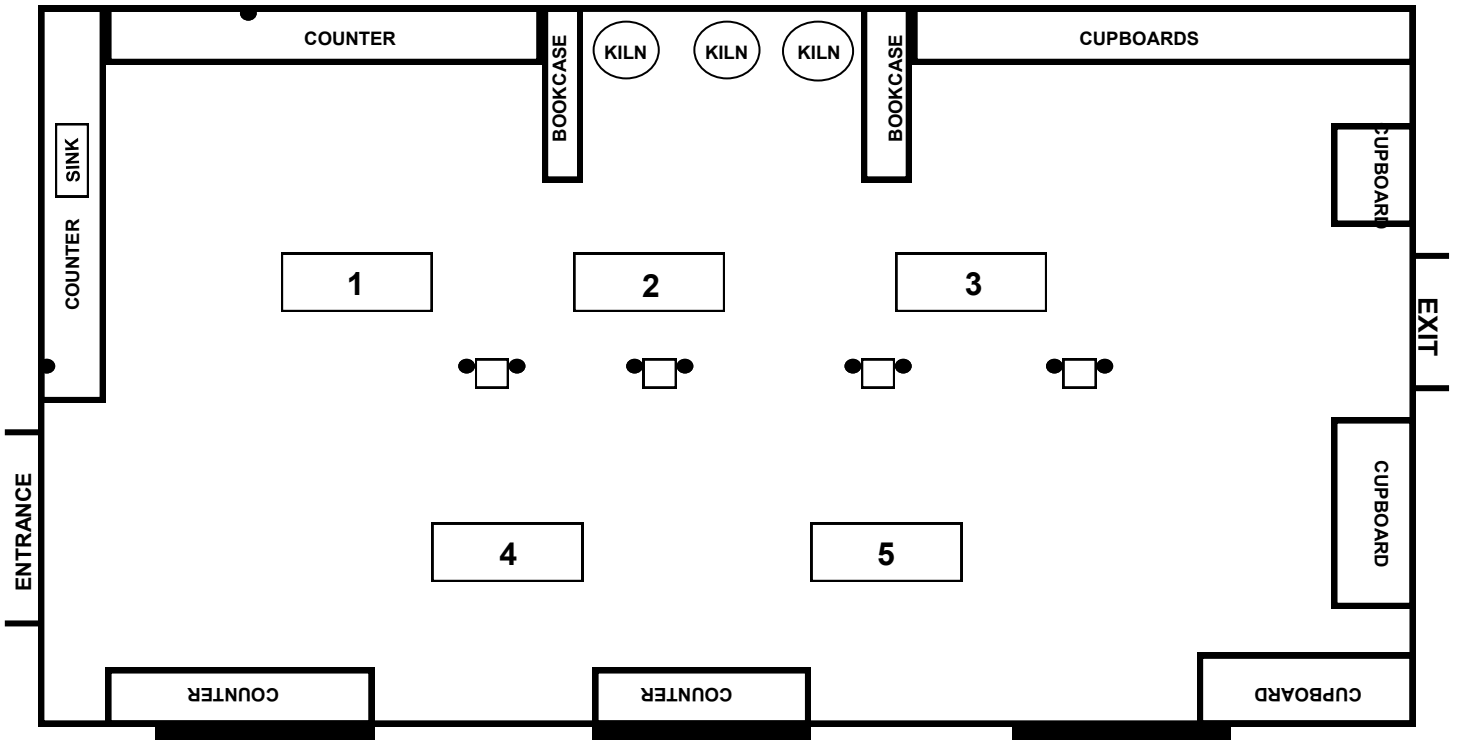
□ VENDOR TABLE



**RIVERLODGE  
POTTERY  
ROOM**

**LEGEND**

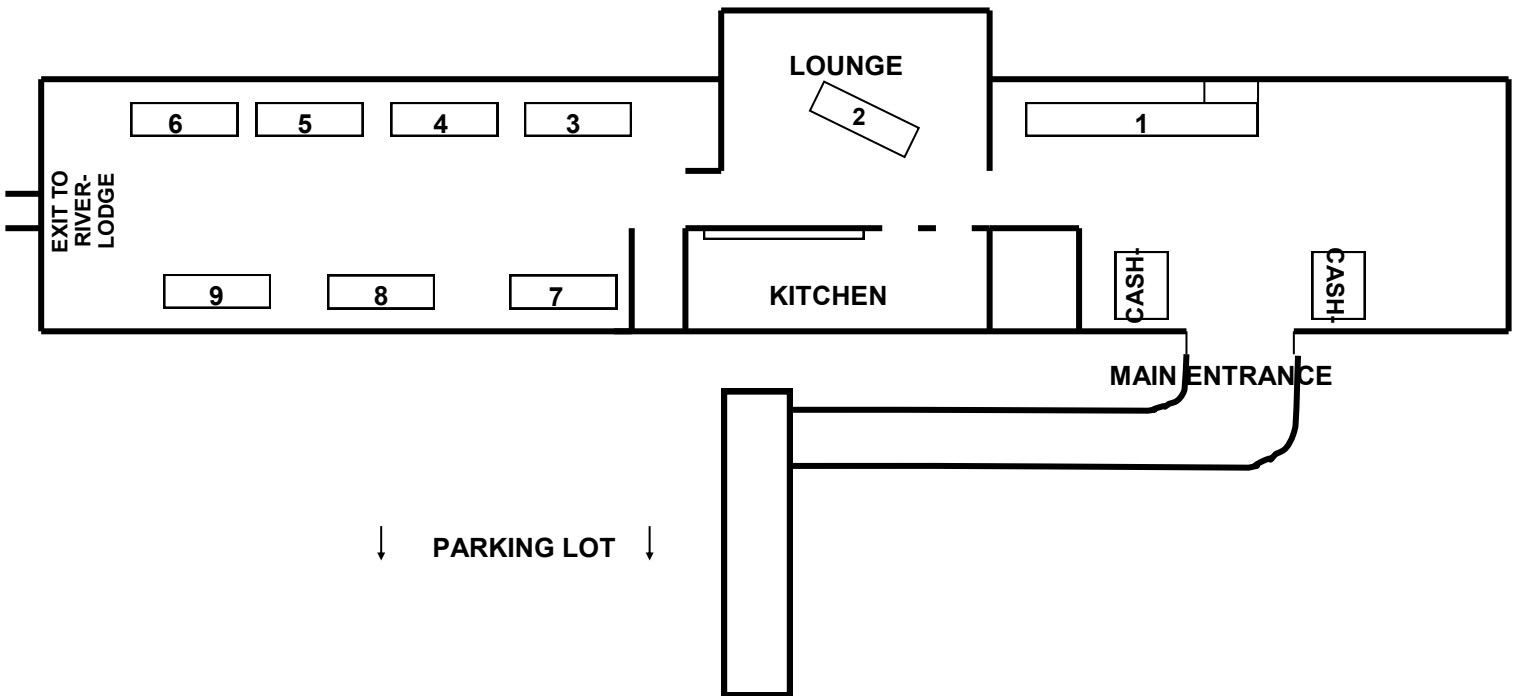
TABLE       WINDOW  
 POWER OUTLET       BEAM



**RIVERLODGE BUNKHOUSE  
& SENIOR'S CENTRE**

**LEGEND**

VENDOR TABLE



**RIVERLODGE  
ACTIVITY  
ROOM**

**LEGEND**

VENDOR TABLE  
 POWER OUTLET

