

# Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 3 & SATURDAY, NOVEMBER 4, 2023

## 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 16, 2023 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, unless paying business rate. 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 unsealed 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 \$25.00.**
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.**
16. Fair hours will be from 5 pm – 8:30 pm on Friday and 10 am – 3:30 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.**

**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.***



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\*We are collecting personal information to process your application and pursuant to section 26(C) of the Freedom of Information and Protection Act. If you have any questions about the collection of your information, please contact us at administration@kitimat.ca or call 250-632-8900\*

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!

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>	\$

Chairs are not provided unless requested below for a small fee.

## SPECIAL REQUIREMENTS

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

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

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 16, 2023 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

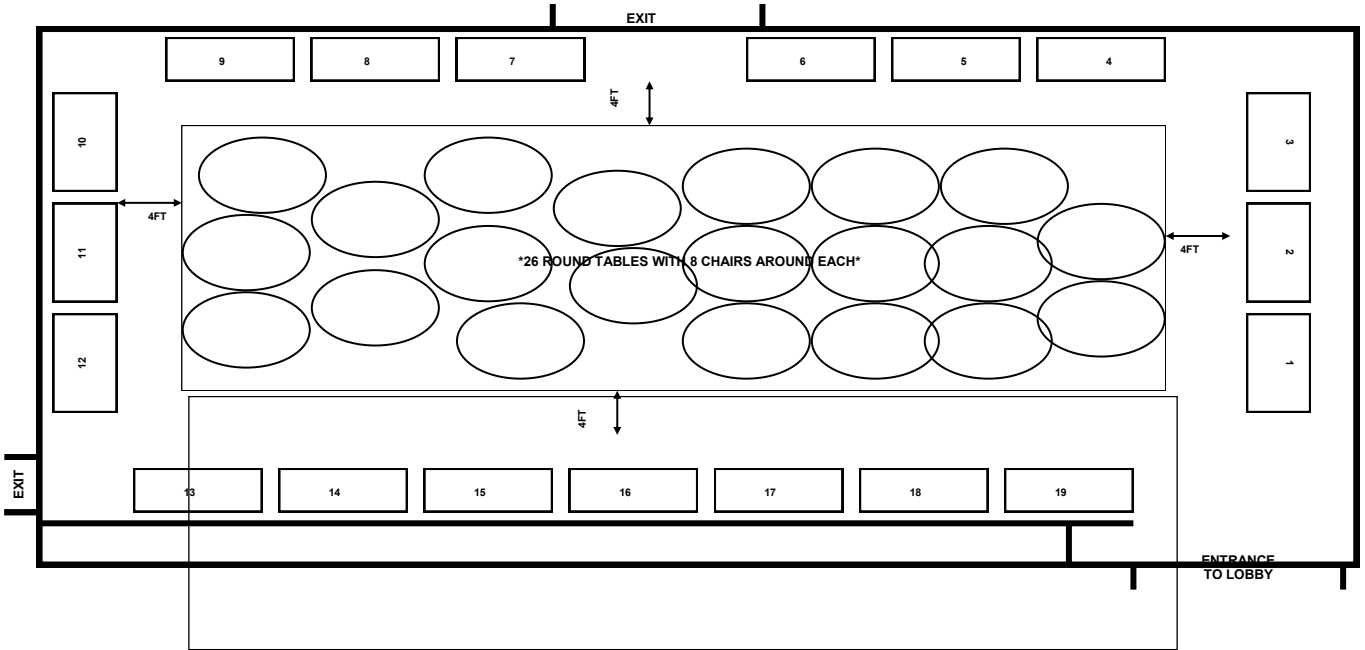
\_\_\_\_\_  
Date

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**

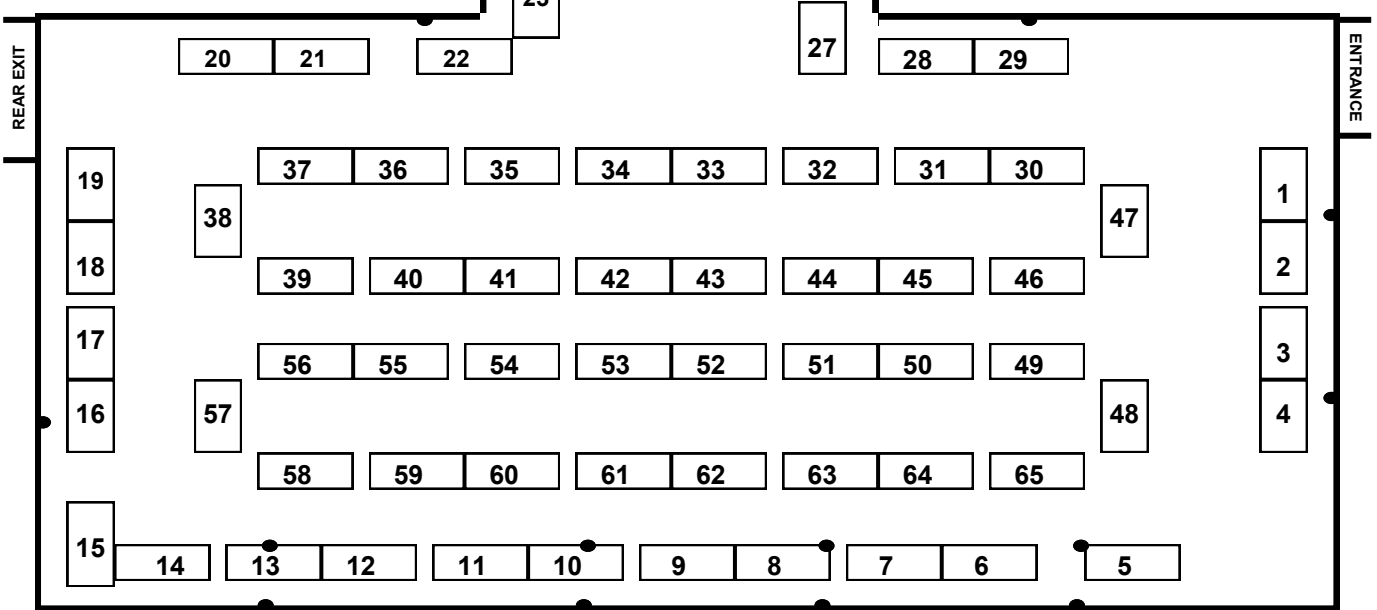
○ PATRON TABLE  
 □ VENDOR TABLE  
 ● POWER OUTLET



**RIVERLODGE  
JIM LINTON  
GYMNASIUM**

**LEGEND**

□ TABLE  
 ● POWER OUTLET

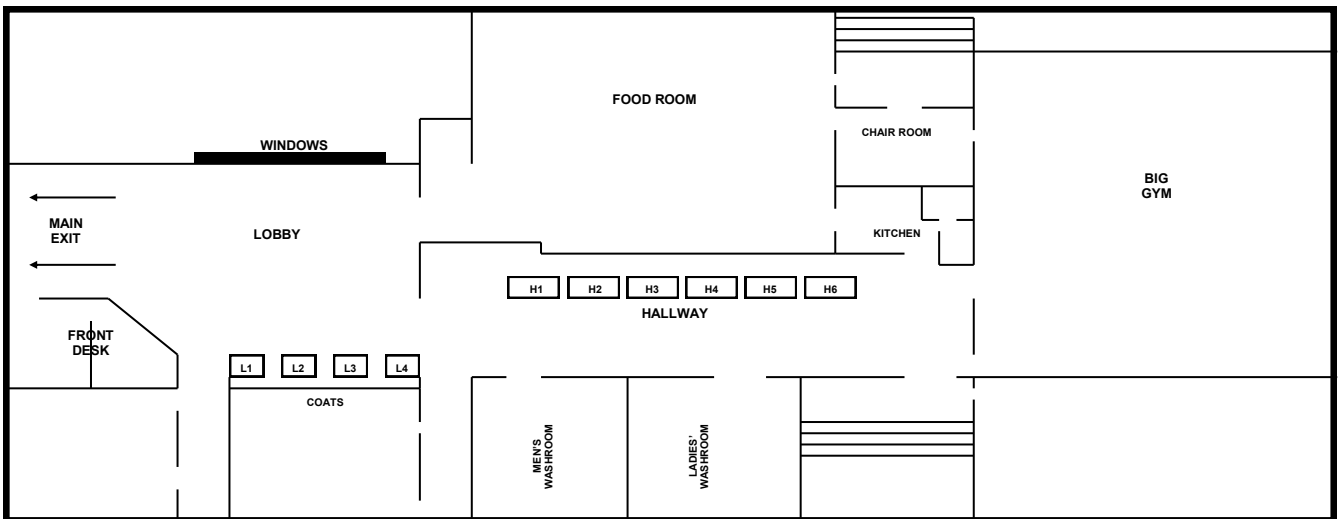


**RIVERLODGE  
HALL FLOOR**

**LOBBY &  
PLAN**

**LEGEND**

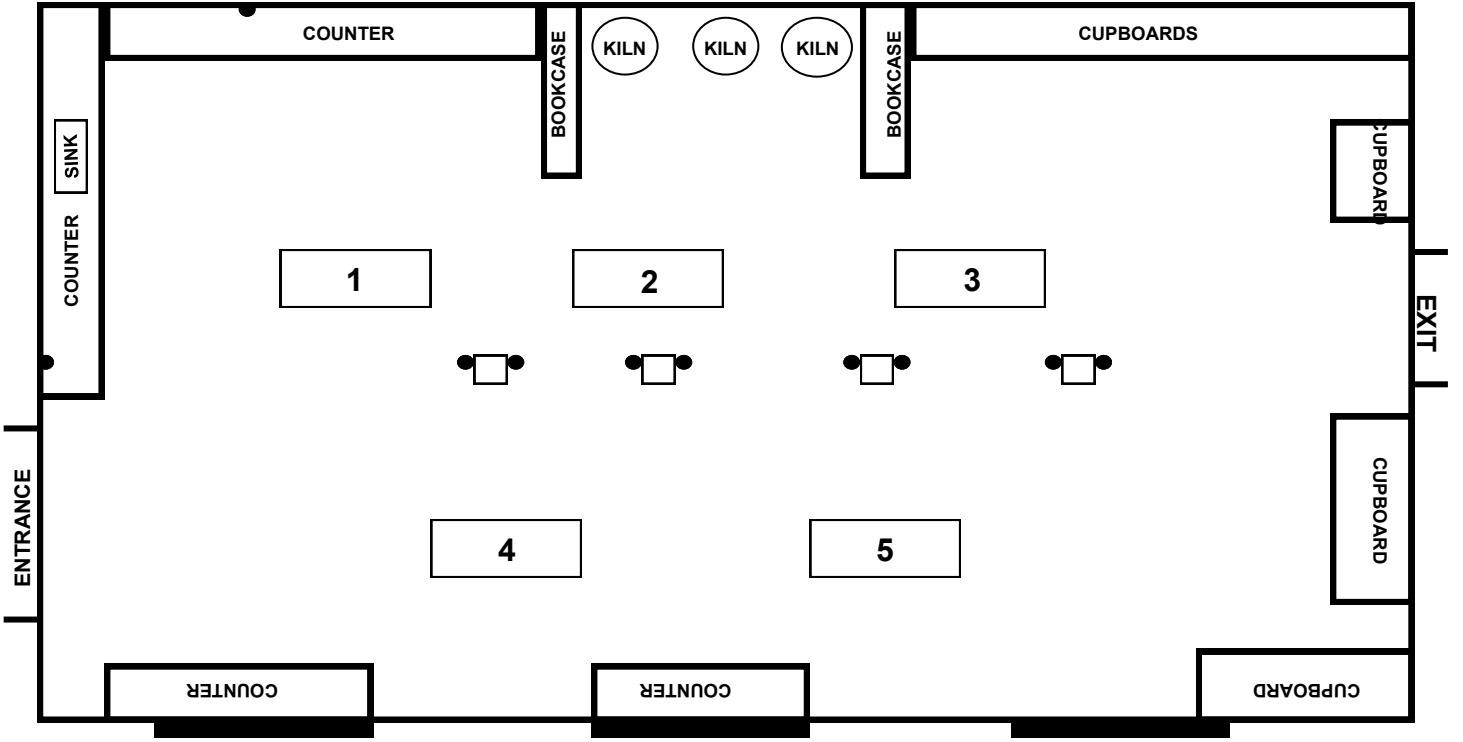
□ VENDOR TABLE



**RIVERLODGE POTTERY ROOM**

**LEGEND**

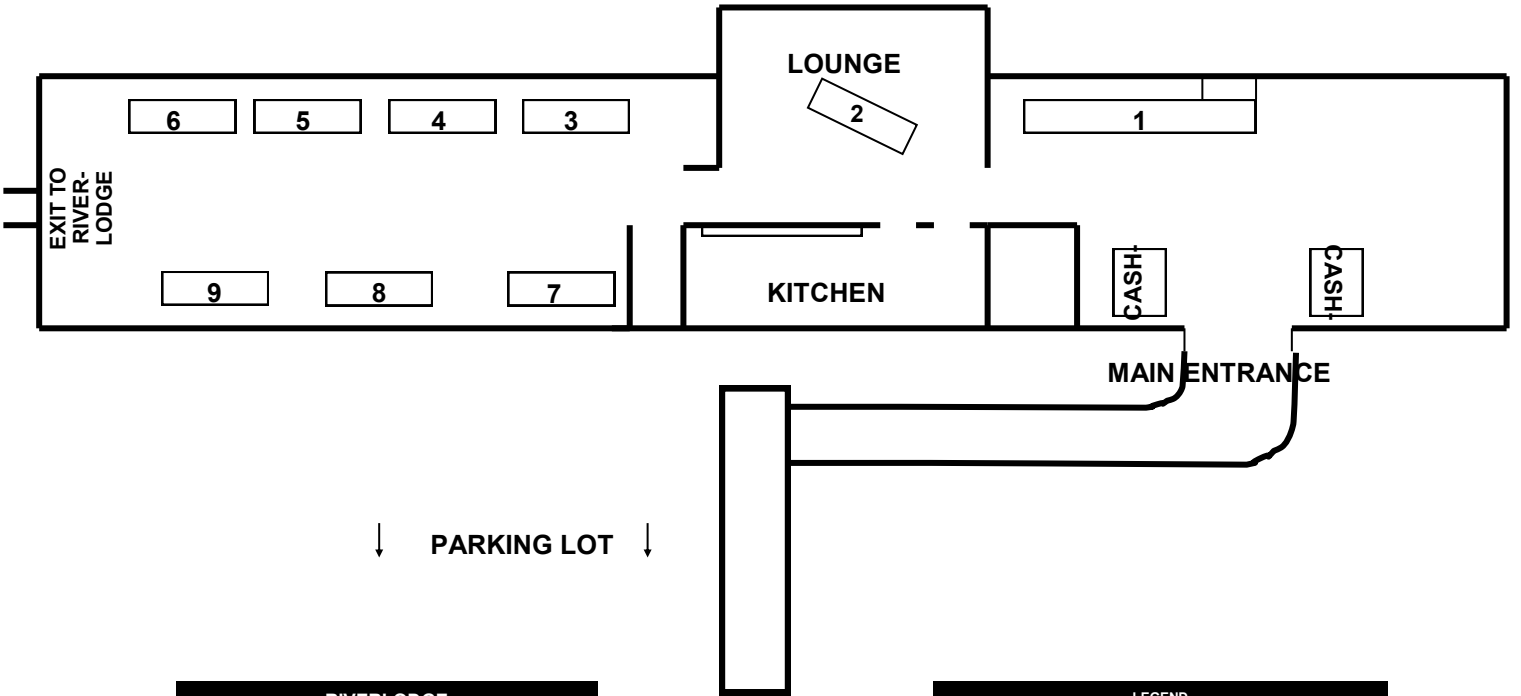
- TABLE
- WINDOW
- POWER OUTLET
- BEAM



**RIVERLODGE BUNKHOUSE & SENIOR'S CENTRE**

**LEGEND**

- VENDOR TABLE



**RIVERLODGE ACTIVITY ROOM**

**LEGEND**

- VENDOR TABLE
- POWER OUTLET

