

Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 1 & SATURDAY, NOVEMBER 2, 2024

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 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 Friday, October 11, 2024 applications are still accepted and the wait list shall be maintained.

***NEW (optional) - please send 2 clear photos of your products, (with your name on them) in a jpeg format to mrice@kitimat.ca to be displayed in a slideshow on social media, by October 11th.**
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 exhibitors displays & products that are unattended are at the owners' 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 9pm on Wednesday, October 30th due to Halloween or anytime during the day on the Thursday or Friday but must be set up by 4 pm or your space could be reassigned to another crafter.**
PLEASE NOTE: POTTERY ROOM AND FOOD ROOM VENDORS (Joanne Monaghan Room) can only set up on Thursday, October 31st after 10:00 am.
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 and food safe certificate behind your table.**
18. **Liquor Manufacturers** - You must display your permit and Serving it Right Certificates. (Please send a copy of your Serving it Right Certificates, liquor permit and insurance with your application). All bottles sold must remain unopen until patron leaves the premise. Samples are between 10 ml – 20 ml maximum 2 per person. In order to serve customers samples, photo ID is required to ensure customers are 19 years +.

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.

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.*

**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**

Kitimat Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 1 & SATURDAY, NOVEMBER 2, 2024

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. Please attach a copy of permit**

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

Bring your food permit from Northern Health Authority!

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

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	\$
Chairs - limited supply (or you must bring your own)	# of chairs _____	x \$2.50	\$
Payment by Credit Card: Card Number:		SUBTOTAL	\$
Name on Card:		+5% GST	\$
Expiry Date: CVV#		TOTAL	\$

Electrical Outlet NEEDED? YES _____ OR NO _____ ****Please bring your own extension cords.**

Fabric backdrops are limited and will only be available to those tables in the centre isle of the Gym if requested. Please bring something to cover them with you as they are unsightly. Please request on the floorplan if needed.

A diagram of the layout at Riverlodge is printed on the back of this application form. You must choose six (6) location choices with a couple choices in different rooms. 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 FRIDAY, OCTOBER 11, 2024 TO GET A DESIRED SPACE!
Applications are still accepted after this date.

Please enclose your cheque 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.

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.

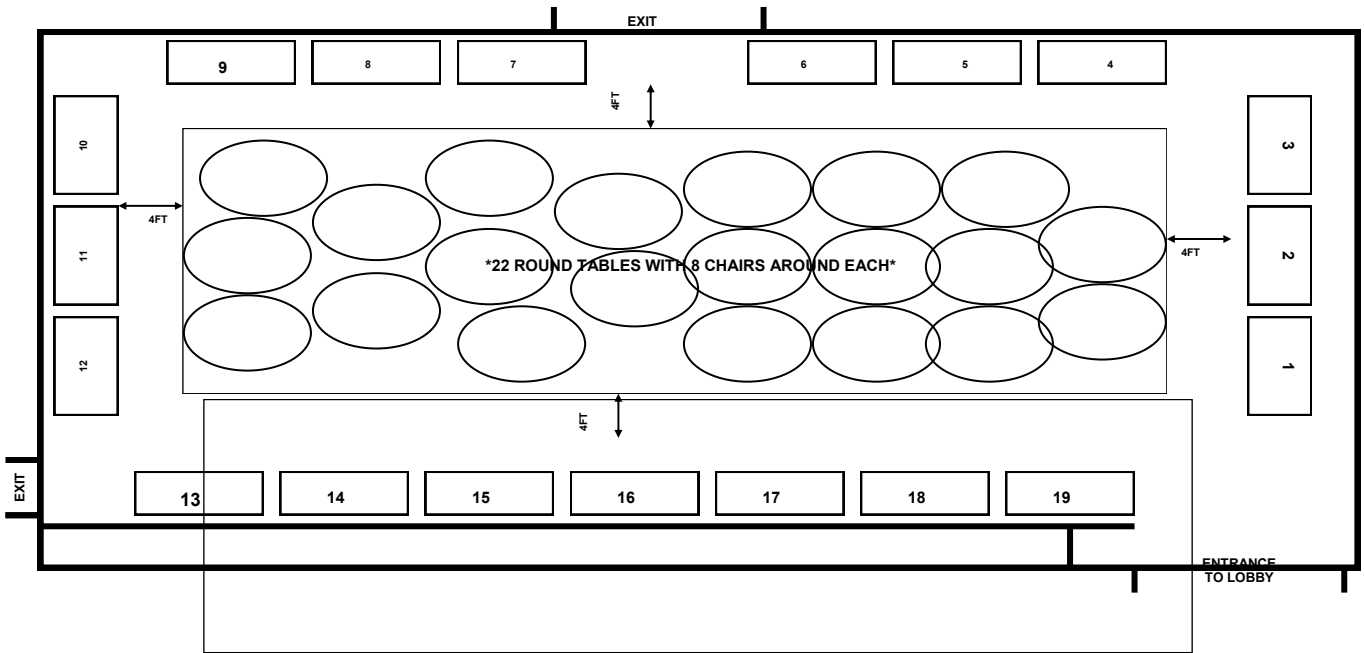
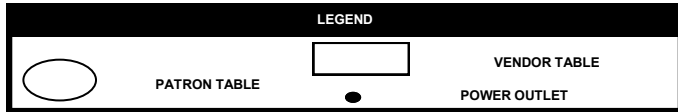
AGREEMENT: I AGREE TO ABIDE BY THE REGULATIONS OF THE **DISTRICT OF KITIMAT** RIVERLODGE RECREATION CENTRE

Signature

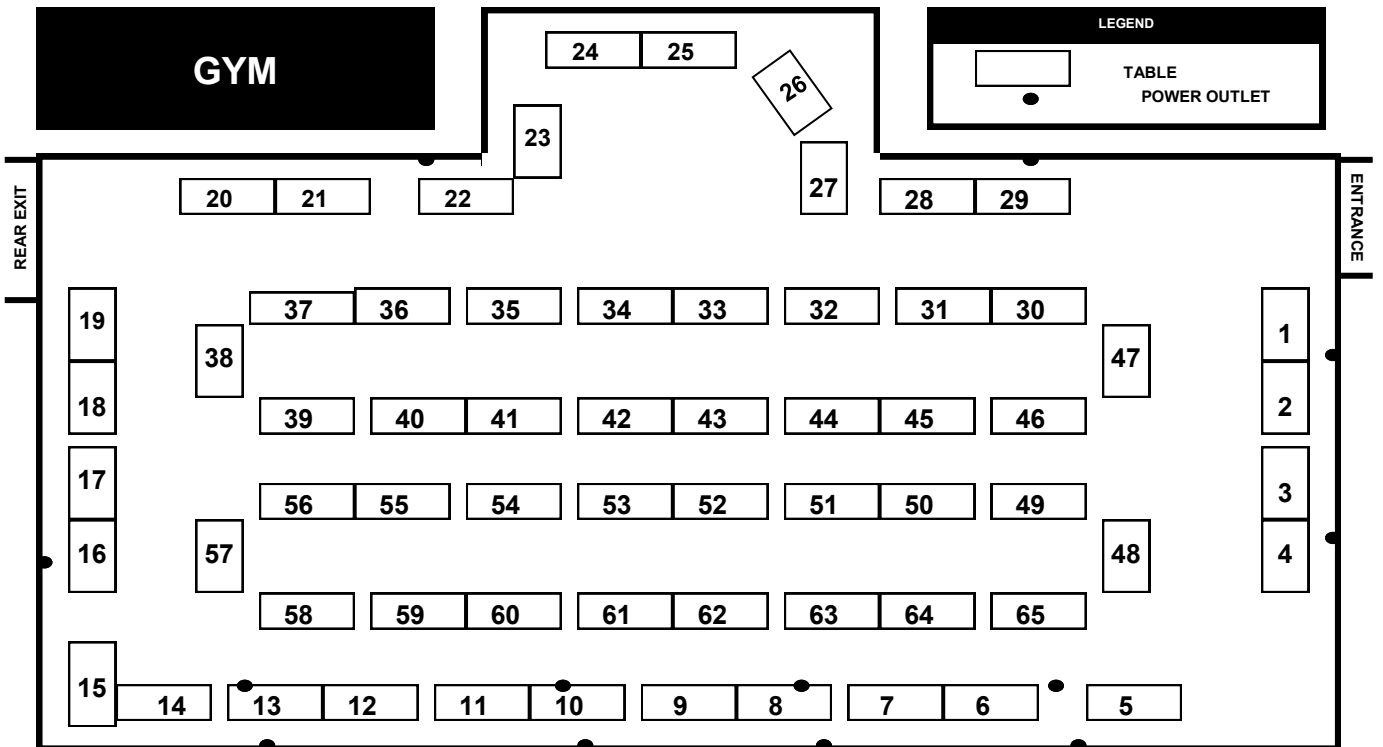
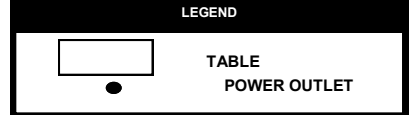
Date

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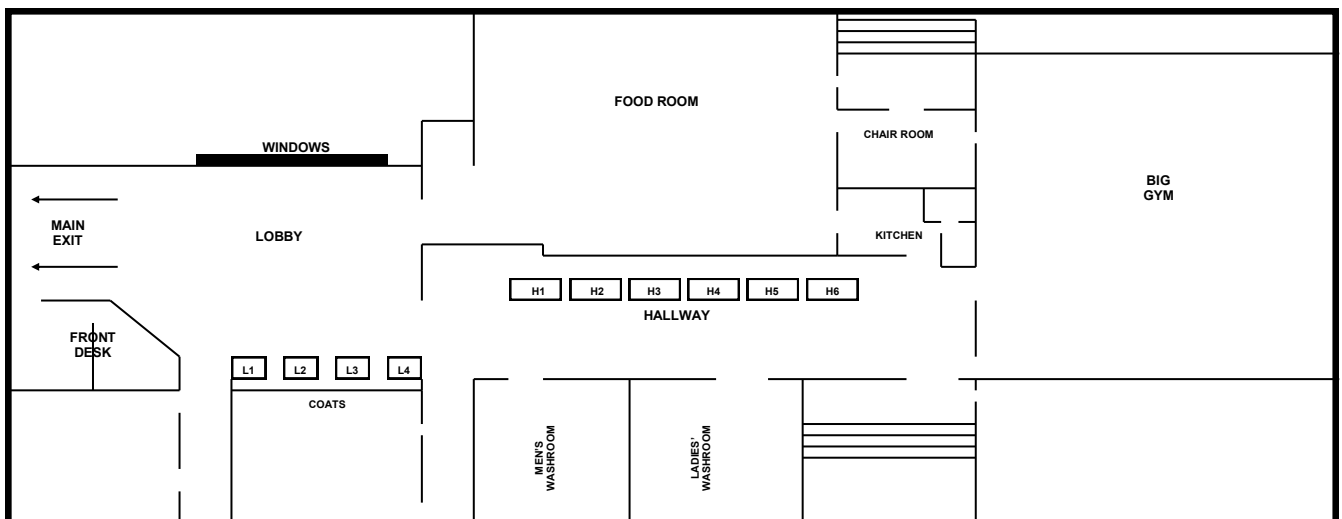
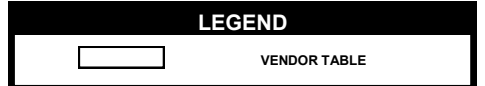
Food Room Joanne M. Room



GYM



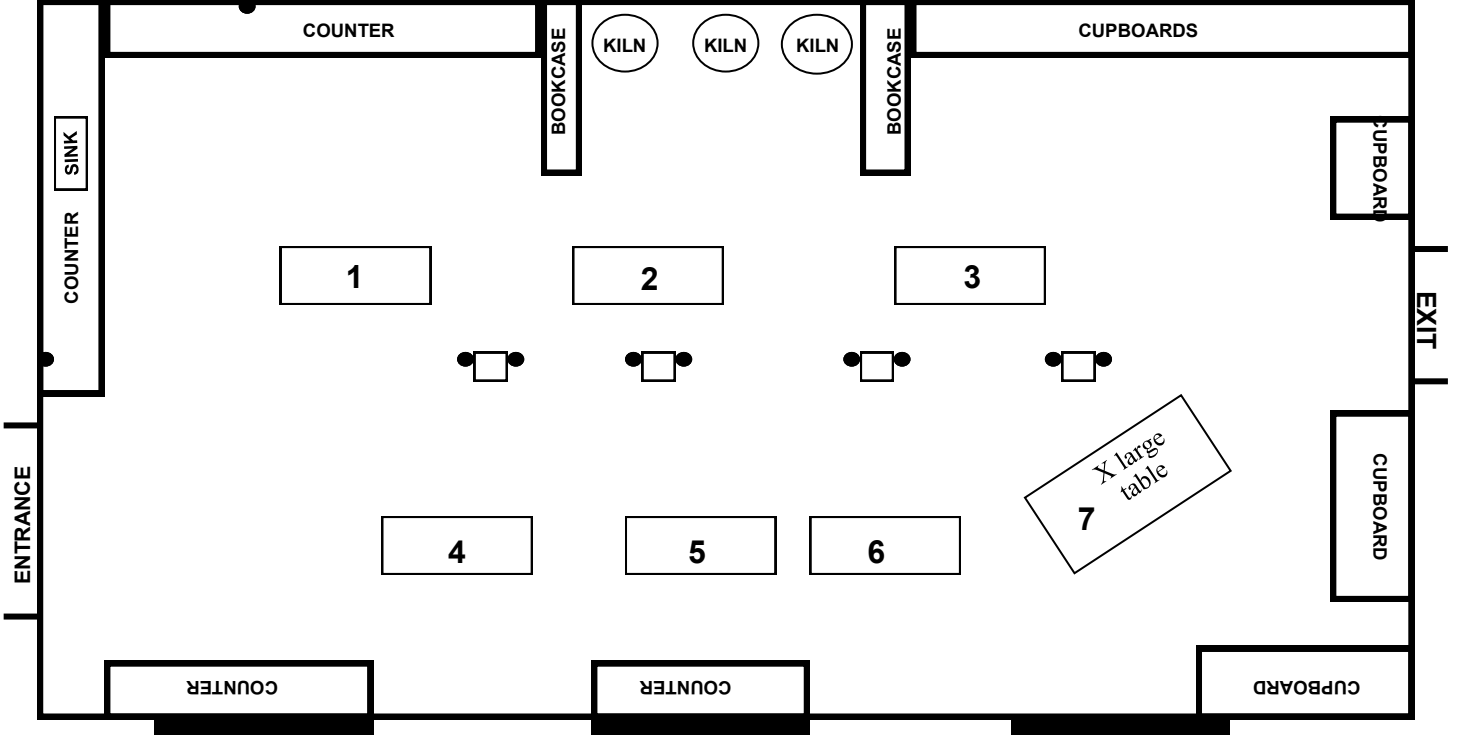
Lobby and Hallway



Pottery Room

LEGEND

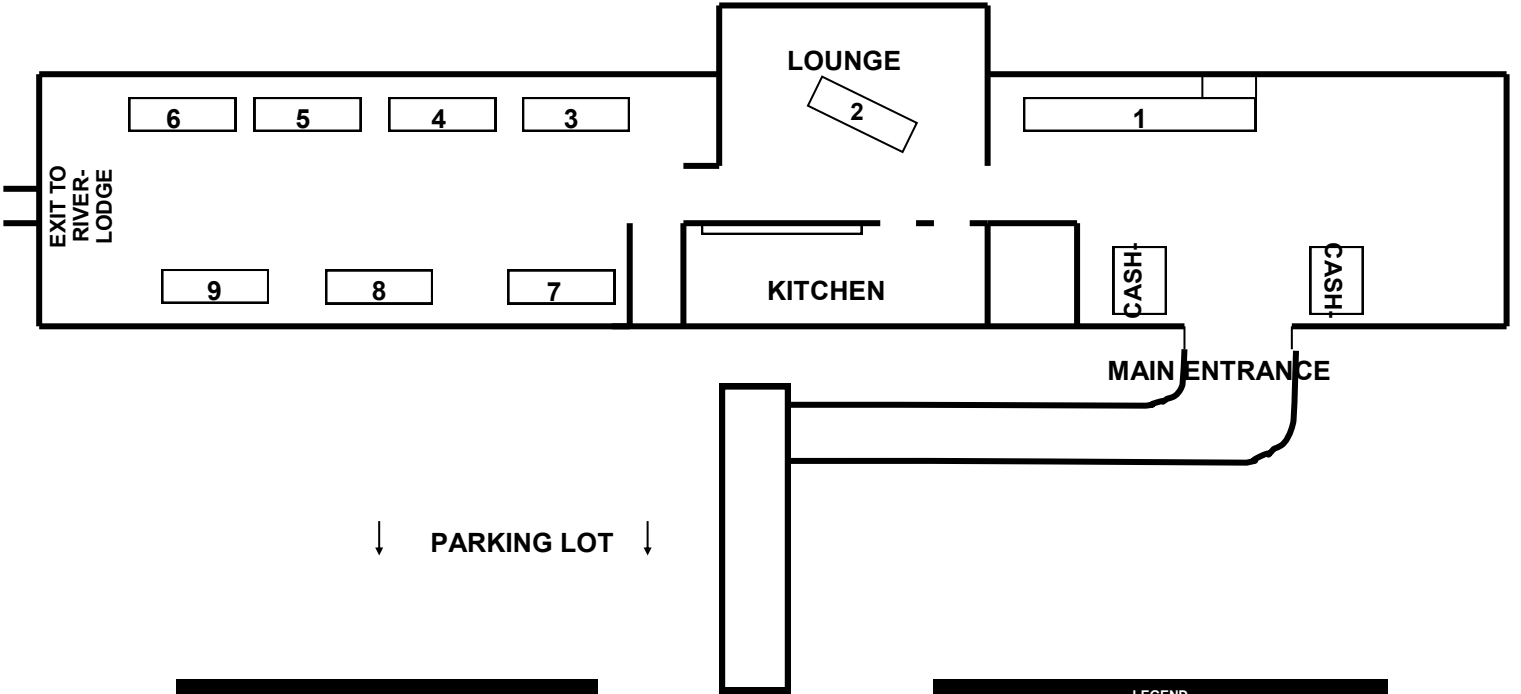
- TABLE
- WINDOW
- POWER OUTLET
- BEAM



Senior Centre

LEGEND

- VENDOR TABLE



Activity Room

LEGEND

- VENDOR TABLE
- POWER OUTLET

