

# Spring Craft & Business Fair

**SATURDAY, April 6, 2024**

## FAIR REGULATIONS

1. All exhibitor and food tables will be \$60 + GST. An exhibitor that does not fit into any of the categories of craft or food, will pay a fee of \$80 + 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 \$4 + 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 11, 2024**, a waitlist shall be maintained.
3. Placement confirmations will be mailed out two weeks before the fair.
4. **We will still be accepting applications after the deadline date of March 11<sup>th</sup>, as spaces may still be available. Applications cannot be accepted without payment.**
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. First come first serve. Please indicate if you need one, at time of registration. **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— recommended to bring a sheet to cover your display. **Also, please put your name on your equipment (ex. Chairs).**
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 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 any food remains or containers when packing up.**
13. **Please remove all 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 - 9 pm on the night prior to the Fair or between 8:30 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 10 am – 3:30 pm on Saturday only.
17. Food vendors should specify type of food to be sold to avoid duplication. Please call and confirm with Northern Health if a food permit is necessary for your product. 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.
18. FYI – Participants coming into the fair will get \$1 off admissions if they bring a reusable container or bag. Please try to use environmental portable containers when serving food.

**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 to avoid blowing fuses.***

**FOR MORE INFO PLEASE CALL: RIVERLODGE 250-632-8970, Fax Number 250-632-5953**

**RIVERLODGE RECREATION CENTRE BUSINESS HOURS:**

**MONDAY – SUNDAY 8:30 am – 9:30 pm**



# Spring Craft & Business Fair

**SATURDAY, APRIL 6, 2024**

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 8:30 AM – Remember it is a shared space**

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**

\*\*A diagram of the layout at Riverlodge is printed on the back of this application form. Front page is customers copy. **You MUST give a minimum of 6 table location choices and two choices 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.**

Craft or Food Table (8' frontage) (No chair fee added)	#	x \$60.00 (+ GST )	\$
<b>8 Foot Space only</b> – bringing own display/table (no table or chair needed)	#	x \$60.00 (+ GST )	\$
Commercial or Homebased Businesses (selling retail / no chair fee)	#	x \$80.00 (+ GST)	\$
Chair Rental	#	x \$2.50 (+ GSTPST)	\$
Extra Exhibitor Passes (2 passes come with your table)	#	x \$3.81 (+ GST )	\$
<b>SUBTOTAL</b>			<b>\$</b>
<b>+ 5% GST</b>			<b>\$</b>
<b>TOTAL</b>			<b>\$</b>

**SPECIAL REQUIREMENTS:**

**PAYMENT METHOD**

**Interac / Cash:** Payment taken in-person at Riverlodge Rec 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: \_\_\_\_\_ CVV: \_\_\_\_\_  
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.

- 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!**

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: \_\_\_\_\_

