

KITIMAT CRAFT FAIR APPLICATION & REGULATIONS

Saturday, April 5, 2025 10:00am 3:30pm

- 1) Exhibitor and food tables are \$60. An exhibitor that does not fit into any of the categories of craft or food, will pay \$80. Each space will include one table and two exhibitor passes. You must wear your exhibitor pass at all times. Additional exhibitor passes are available for \$3.81. Exhibitors must bring their own chairs. A limited supply of chairs is available for \$2.38. Fees listed do not include GST. Fees are non-refundable.
- 2) Applications must be mailed to the District of Kitimat (270 City Centre, Kitimat, BC, V8C 2H7), submitted in person to Riverlodge at 654 Columbia Ave, or faxed, 250-632-5953.
- 3) Placement confirmations will be mailed out two weeks before the fair.
- 4) If exhibitor spaces are filled prior to the deadline date of March 12, 2025, a waitlist shall be maintained. We will still accept applications after the deadline if space is available.
- 5) Exhibitors may construct their own stand, shelf units or stall (must fit within the allowed 8' frontage).
- 6) This event includes home-based businesses, handcrafted items, and local businesses.
- 7) All exhibitors' displays are left at the owner's risk during the Craft Fair and non-exhibiting hour. It is recommended to bring a cover for your display and put names on any of your equipment (ie., chairs)
- 8) Petitions and fundraising activities such as raffles or event ticket sales are not permitted.
- 9) The sale of food is not permitted in the Jim Linton Gymnasium. Crafters wishing to sell food products will be allocated to the Joanne Monaghan Community Room.
- 10) Although the public is not permitted to consume food or drink in the gymnasium, exhibitors may consume food and refreshments at their table only. Please remove any food remains or containers when packing up.
- 11) All garbage and cardboard must be placed in the appropriate dumpsters provided outside the building (across from the kitchen doors).
- 12) Smoking is only permitted outside, 6m away from the building.
- 13) Exhibits must be set up between 7 - 9 pm on April 4, 2025 fair or between 8:30 - 9:30 am on April 5, 2025. If you are not setting up by 9:15 am on the day of the fair, your space will be forfeited.
- 14) Food vendors MUST obtain a Food Permit from Northern Health Authority (pick up from the Kitimat General Hospital). Each food table must have one person with a Foodsafe certificate on shift at all times and a hand-washing station must be in place at each food vendor's table. Please post your food permit and foodsafe certificate behind your table.
- 15) 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 unopened while at the fair. Samples are between 10 ml – 20 ml maximum - 2 per person. Photo ID is required to serve samples to those 19+.
- 16) Food vendors must follow the regulations on food service ware and accessories that are acceptable in BC. – gov.ba.ca/reuse.

For more information call Riverlodge 250-632-8970.

Open Monday-Sunday 8:30am-9:30pm

Spring Craft & Business Fair

SATURDAY, APRIL 5, 2025

*We are collecting personal information to process your application 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 (2 max) – Extra exhibitor passes may be purchased.

DESCRIPTION OF ITEMS OR FOOD (Be specific)

RIVERLODGE KITCHEN WILL OPEN ON SATURDAY AT 8:30 AM – Remember it is a shared space.

REQUIREMENTS . You MUST give a minimum of 6 table location choices and two choices must be in another room. Limited to no more than 2 tables. (See page over)**

Craft, Food or Business Table (8' frontage) (No chair fee added)	#	\$60.00 (+GST) Craft/food	\$
	#	\$80.00 (+GST) Business rate	\$
8 Foot Space only – (no table)	#	\$60.00 (+GST) Craft/food	\$
	#	\$80.00 (+GST) Business rate	\$
Chair Rental	#	\$2.50 (+GST/PST)	\$
Additional Exhibitor Passes (2 passes come with your table)	#	\$3.81 (+GST)	\$
SUBTOTAL			\$
+ 5% GST			\$
TOTAL			\$

PAYMENT METHOD

Submit by mail to the District of Kitimat, in person to Riverlodge or by fax to 250 632 5953.

Interact / Cash: In person at Riverlodge Rec Centre,
654 Columbia Ave, Kitimat BC

Credit Card: Visa MasterCard

Card number: _____

Expiration Date: _____ **CVV:** _____

Cheque / Money Order: Payable to: District Of Kitimat

Card Holders Name: _____

Mail to: District of Kitimat,
270, City Centre, Kitimat, B.C, V8C 2H7

Card Holder Signature: _____

A fee of \$10 will be charged for NSF cheques.

FIRST-COME FIRST-SERVE FOR BEST CHANCE TO RECEIVE DESIRED SPACE.

SPECIAL REQUIREMENTS:

Please bring your own power bar and/or extension cord!

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: _____

