

Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 1 & SATURDAY, NOVEMBER 2, 2019

FAIR REGULATIONS

1. All non- retail exhibitors and food tables will be \$55.00 + GST. An exhibitor that does not fit into any of the categories of craft or food, will be assessed a fee of \$135 + GST; please contact the Craft Fair Coordinator. 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 www.kitimat.ca under Special Events)
 1. **In Person** - to Riverlodge Recreation Centre (654 Columbia Ave) or
The District of Kitimat Office (270 City Centre, Kitimat, B.C., 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 October 11, 2019 the wait list shall be maintained.**
3. All applications are subject to approval by the Riverlodge Programmer. If approved, your receipt will be mailed to you two weeks before the fair, or call Riverlodge. If your application is not approved, your entry fee will be returned to you along with an explanation for rejection generally within one week.
4. **Additional spaces may be available after the application deadline date – so please put your name on the list.**
5. Exhibitors may construct their own stand, shelf units or stall (must fit within the allowed eight-foot width and frontage). Overall dimensions must be pre-approved by the Riverlodge 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 Riverlodge 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.**
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 the Thursday night or anytime during the day on the Friday but must be set up by 4pm or your space could be reassigned to another crafter.
Spring Craft Fair—Set up is done on the Friday night after 7pm or first thing on the Saturday **prior to 9:15pm!**
16. Fair hours will be from 5 pm – 9 pm on Friday and 10 am – 4 pm on Saturday.
17. Food vendors should specify type of food to be sold to avoid duplication. **Food vendors are responsible to obtain a Food Permit from the NW Community Health Services Society (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.

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 3pm 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**

Christmas Craft & Gift Sale

FRIDAY, NOVEMBER 1 & SATURDAY, NOVEMBER 2, 2019

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

RIVERLODGE KITCHEN WILL OPEN FRIDAY AT 8:30AM AND SATURDAY AT 8AM.

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 is required at each vendor's outlet!

REQUIREMENTS – chairs are not provided unless requested below for a small fee.

Craft or Food Table (8' frontage)- no chair	# of tables _____	x \$55.00	\$
Craft Space only (no table or chair), 8' frontage	# of spaces _____	x \$55.00	\$
Business Table- 8' frontage – no chair	# of tables _____	x \$135.00	\$
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	\$

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. Please note your first, second, and third 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 OCTOBER 11, 2019 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

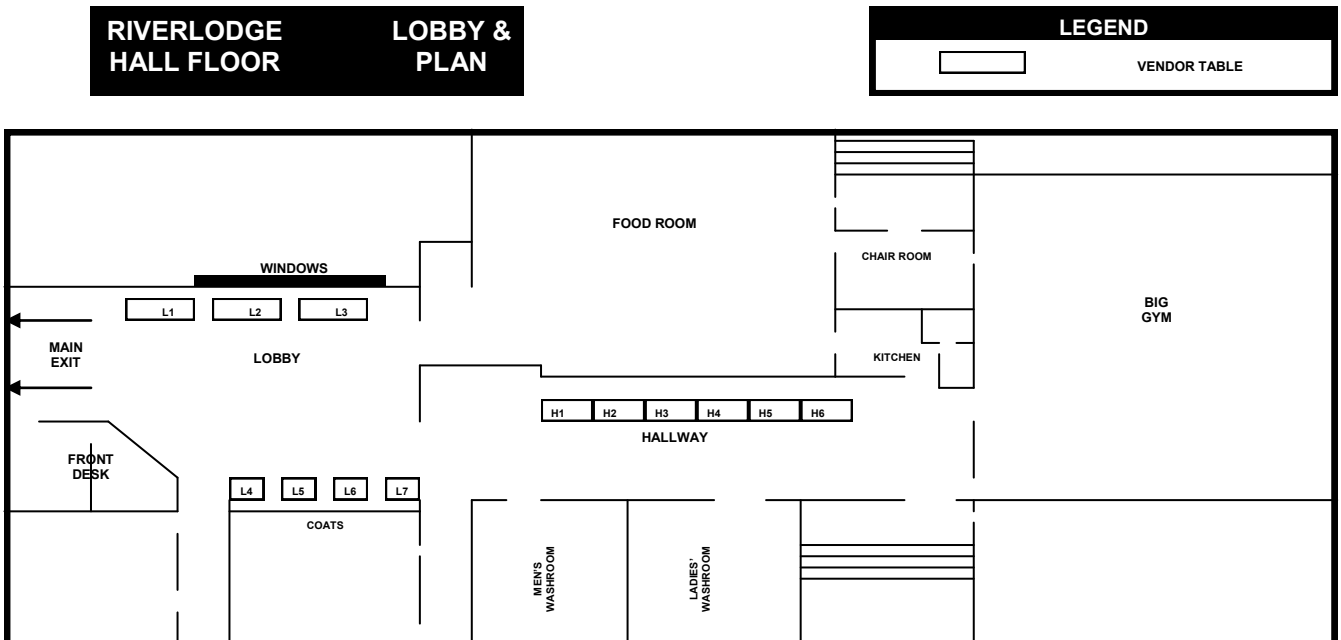
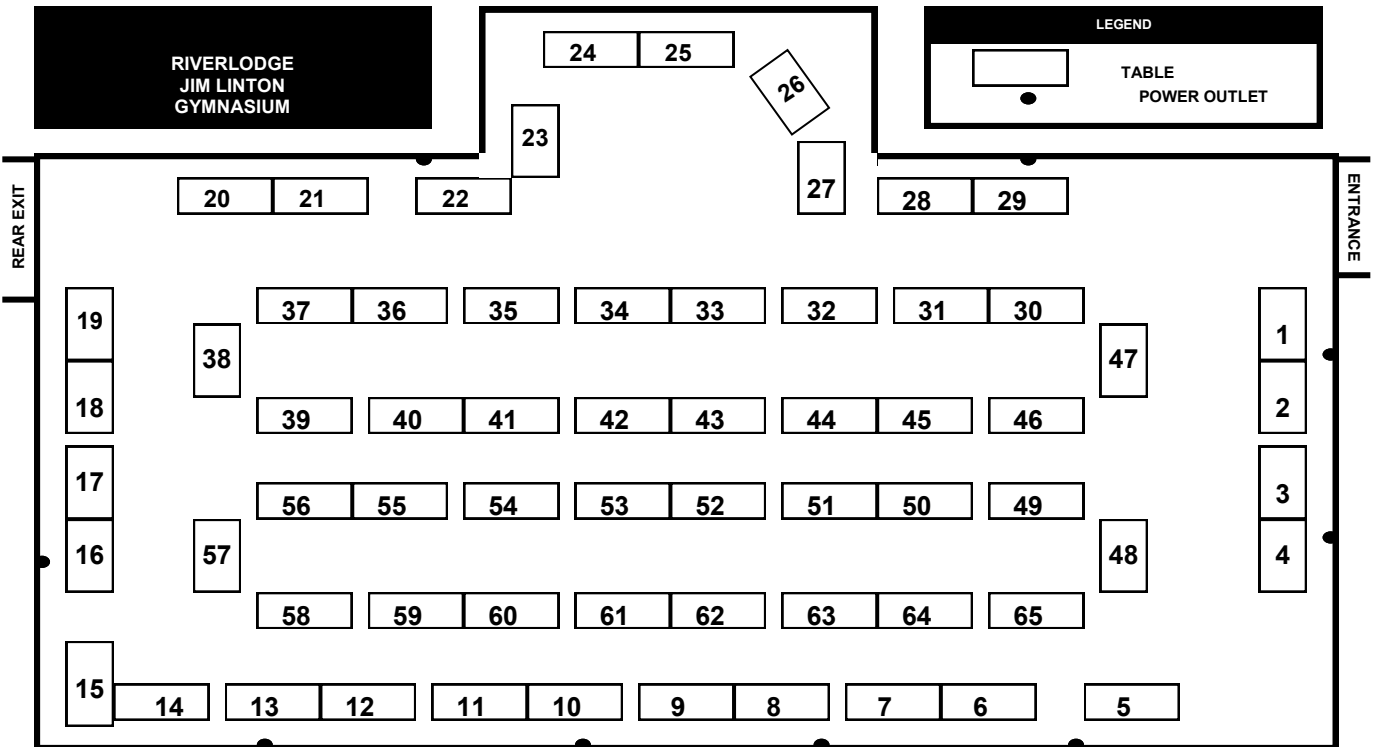
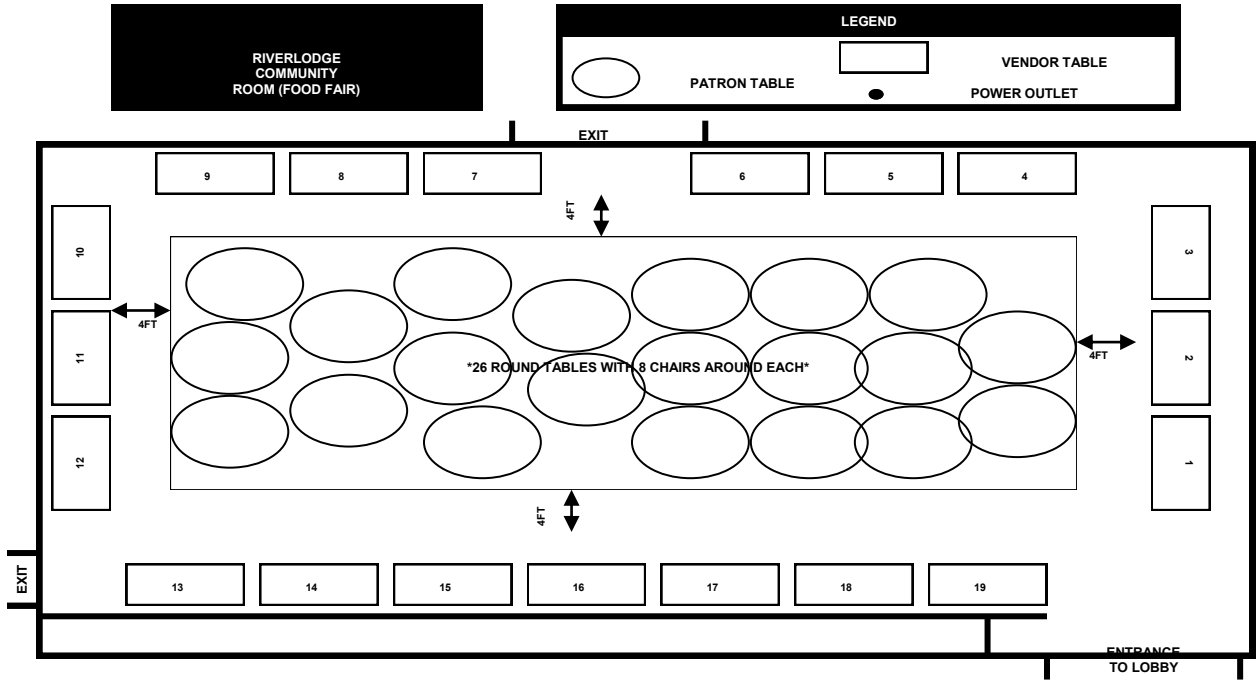
HAND DELIVER TO: RIVERLODGE RECREATION CENTRE, 654 COLUMBIA AVENUE, KITIMAT, B.C.

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

Signature

Date

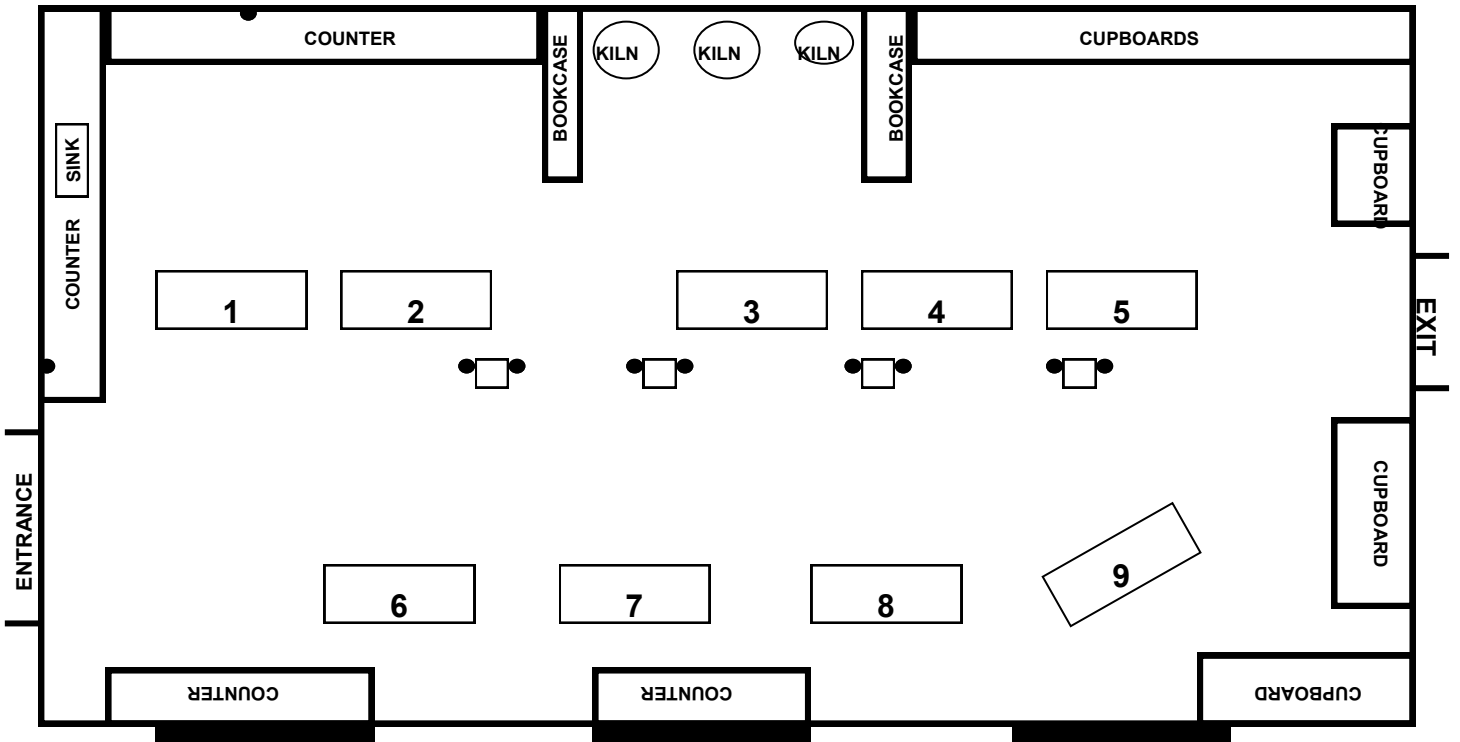
FOR MORE INFO PLEASE CALL: RIVERLODGE (phone) 250-632-8970, (fax) 250-632-5953
RIVERLODGE RECREATION CENTRE ADMINISTRATION HOURS: MON-SUN 8:30AM – 9:30PM



RIVERLODGE POTTERY

LEGEND

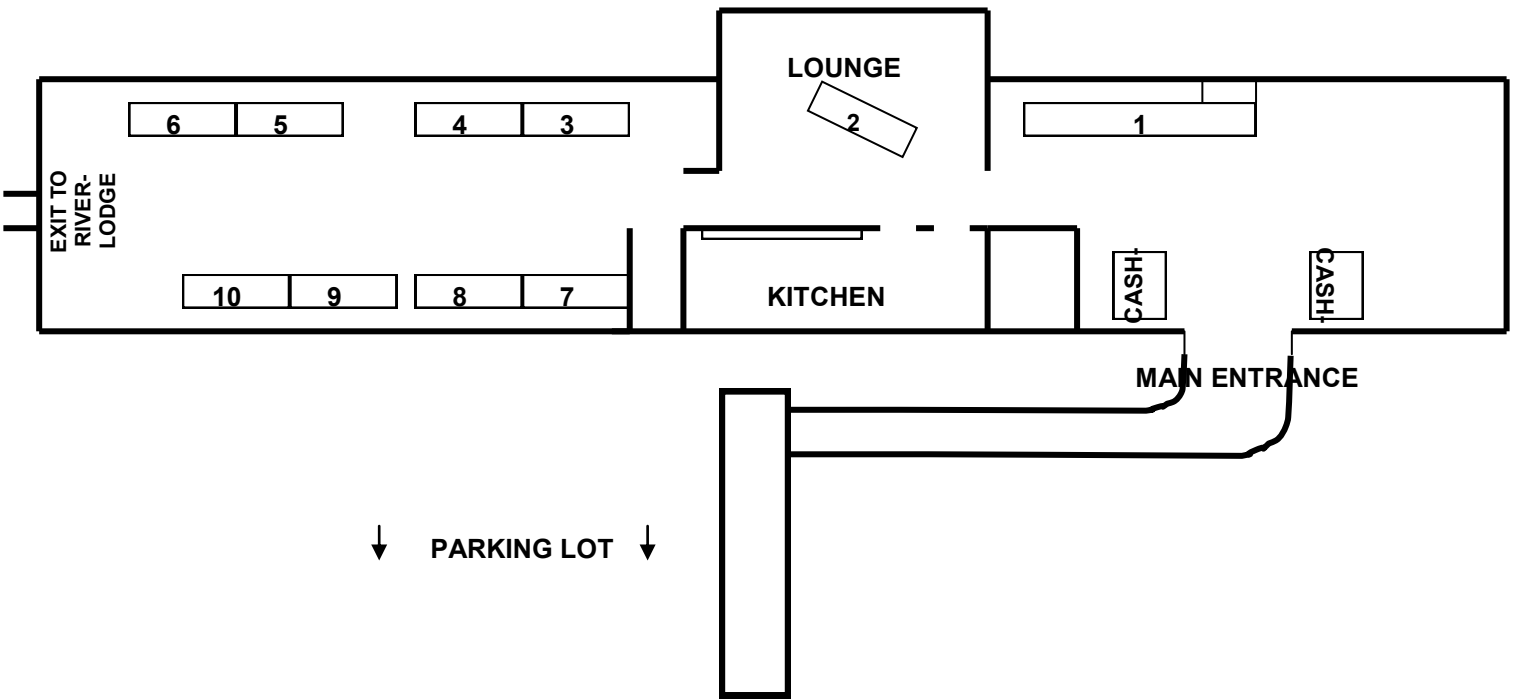
- TABLE
- WINDOW
- POWER OUTLET
- BEAM



RIVERLODGE BUNKHOUSE

LEGEND

- VENDOR TABLE



RIVERLODGE ACTIVITY ROOM

LEGEND

- VENDOR TABLE
- POWER OUTLET

