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received:

Application form (OPEN AFTER OCTOBER.02)

Annual "Christmas Gift & Craft" Fair

Kitsumkalum Community Centre

December 2rd, 2017 10am – 4:30pm

**APPLICATION & PAYMENT DEADLINE**

**IS NOVEMBER 30th AT 12:00 pm**

**(Any payments not received by this time will forfeit their spot to the wait list)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Please use Mailing address and include postal code,**

Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Fax: \_\_\_\_\_ Email \_\_\_\_\_

Number of Tables wanting to rent: \_\_\_\_\_ x \$35.00 = \$\_\_\_\_\_ (Please only take one unless two are absolutely necessary)

Each table cost **\$35.00** (Cost includes one table and two chairs)

Please make all payments to "**Kitsumkalum Events Committee**." Payments can be dropped off with your application or mailed by cheque or money order.

Description of items to be sold:

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DESCRIPTION OF DISPLAYS FOR your goods: (EX: Rack's, Peg Board, wood shelves...) this is to determine amount of space you may need by your table to ensure you do not encroach on other vendor's space or the walking space for the patrons. You get an 8 X 2.5 table and two chairs, and very minimum amount of space beside the table. If you bring racks then you may be able to get a smaller table to accommodate the rack space.

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We have a limited amount of wall space and plug ins please be understanding if you feel that you require wall space or a plug and are not able to get it. Thank you.

Please remember to bring your own **extension cords**, backdrops, or anything you may need to do your set up accordingly.

To encourage patrons would you like to donate towards a gift basket or door prize? Yes \_\_\_\_\_ No \_\_\_\_\_

**Office use only:**

Date application rec'd \_\_\_\_\_ Date Payment rec'd \_\_\_\_\_

Method of payment: Cheque  # \_\_\_\_\_ Cash  Money order

Receipt number issued \_\_\_\_\_ Donating towards door prizes Yes  No

Item donated or donating: \_\_\_\_\_



P.O. Box 544 Terrace BC V8G 4B5  
Phone: 250-635-0017  
Fax: 250-635-0053

October 02, 2017 (Registration opening date)

Dear Exhibitor:

We would like to take this time to thank all the exhibitors who have participated as a part of our annual Christmas Gift & Craft Fair in the past years and to say welcome if you are a new exhibitor. We have scheduled this year's gift and craft fair for Saturday December 2, 2017. We would also like to keep the essence of the "**Gift and Craft Fair**" just as that, **I would appreciate not having any raffles or much bake sale only tables**. Christmas items are ok for baked goods, but not just your ordinary everyday baked goods. So we are taking it upon ourselves **to REFUSE any application** and payments to those who may just want a table to sell mainly everyday baked goods and/or raffles, please understand it is not a bake sale we are representing it is a "**Gift and Craft Fair**" items for a home based business and vendors who do all craft fairs in the area and/or the farmers market. We will not be accepting any outdoor vendors for the 2017 Craft Fair. Any rude language or actions towards the volunteers or other patrons will automatically have you barred from table rental in the future.

I have scheduled set up for Friday evening from 7 – 9pm for those who may want to get in earlier than the morning of the craft fair to do their set up. Doors will be opened again at 8:00 am Saturday for those who wish to do their set up the morning of the craft fair.

Please try to be on time for set up I would prefer to have everyone set up by the time the doors are open at 10:00 for the public.

If you would like to book a table please fill out the attached registration form, mail or drop it off at Tempo gas bar ATTN: CRYSTAL (AFTER Oct.02), please add a DATE & TIME on the envelope. Cost of tables this year will be **\$35.00; please make all payments to the "Kitsumkalum Events Committee."**

Please note that if you call to reserve a table or send a registration form in with no payment I will not assign / reserve a table to your name until payment is received. If you would like to mail in your payment please send your cheque or money orders only by mail do not send cash by the mail, our mailing address is P.O. Box 544 Terrace BC V8G 4B5, please make all payments to "Kitsumkalum Events Committee".

Advertising, such as newspaper ads and posters usually start in November. It would be appreciated if the exhibitors would help by getting the word out to as many people as they can about this annual event.

Please remember that if you require wall space and /or an electrical outlet, **we only have a limited amount**. Selection will be on a first-come, first-served basis. Please bring your own extension cord or anything else required to set up your displays/exhibits. Some of you have been in the craft fair since it began and we are very thankful for your patronage. We try to set the tables up so that there is a variety in each section and not too much of the same items i.e.; baked goods, native arts & crafts, etc. Please be understanding if you are put in a location where you may not want to be. People, who sign up at the last minute, will not have a choice of locations, wall space or plug in's so please sign up as soon as possible.

In order to draw more patrons, we offered door prizes for a donation fee. To do this, I requested vendors to donate something from their table if they wished to.

Thank you to those who made a donation to the previous year's draws; if you wish to participate in donating an item please drop off your donated item, with your name or business name as early as possible or even when you come to pay for your table rental. We can take it during the craft fair as well. This would be additional advertising for you / your business, and I think it is a good exciting way to draw an end to the craft fair.

Last but not least, for those of you who have vehicles in the parking lot all day, **please move your vehicle away from the building on both sides and park further back in the parking lot and preferably exhibitors would park on the EAST side of the hall, so that it would be easier for patrons to park and have easy access to the building. There is to be NO PARKING at the gift shop area and the main road into the community at all.** Thank you for your consideration to this and other things mentioned, I look forward to seeing you all soon.

If you have any questions or concerns please feel free to contact: Christina at, kitsumkalumeventscommittee@gmail.com or Crystal at Kitsumkalum Tempo 250-635-0017. Thank you for your patronage, and I look forward to having you in the craft fair.

Sincerely,

Christina Sam-Stanley  
CHAIRPERSON OF THE  
KITSUMKALUM EVENTS COMMITTEE

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Please Note the following to ensure this event is a success and enjoyable for everyone:

- **Set up time is scheduled for 7 – 9 pm Friday December 1st, and again at 8am December 2nd, 2017; Doors open to public at 10:00 am; I would appreciate it if vendors could be here and set up before the public arrives.**
- All displays and crafts must be displayed in a safe manner. Any damage resulting from improperly constructed or arranged displays will be the responsibility of the applicant.
- Clean up is requested of all crafters starting at 4:30 pm. **All garbage is to be picked up put into the garbage containers, please ensure the space you occupied is left as clean as when you arrived. If any garbage is left behind we reserve the right to refuse patrons the next year.**
- All applicants are requested to **keep all the emergency exits clear.**
- Please note that Kitsumkalum Events Committee volunteers assisting will **not** be held responsible for lost, stolen and / or damaged items.
- All new applications for next year will be processed on first come first serve basis after all current exhibitors have been confirmed for table rentals.
- **Mark your calendar's NEXT CRAFT FAIR DATE: DEC.1/2018; I will not be doing any mail out's of the registration or info letter to keep the cost's down to a minimum.**

Table rental fees are due in advance and are non-refundable