

## **APPLICATION FORM FOR DENMAN ISLAND ARTISANS**

**Off-island Entrants**, chosen by an independent Selection Team, get space AFTER DI artisans are positioned.  
Off-islanders use a DIFFERENT APPLICATION FORM. Email [autumntansy@gmail.com](mailto:autumntansy@gmail.com) to get one.

Denman Island's 38th

# *Christmas Craft Fair*

November 30th and December 1st, 2018 (10 am - 4 pm daily)  
in both COMMUNITY HALLS

## Application Dates

- \* Applications must be **received**, with your deposit, between September 9th and September 16th **BY MAIL ONLY Please**.
- \* Denman Islanders will get Booth Space on a first-come-first-serve basis .... using the envelope's POSTMARK.
- \* If postmarked before September 9th, the application will be put at the back of the line.
- \* State your preferences on the application form. We will do our best to meet your needs.
- \* A map showing your space and other details will be emailed to you in mid October.

## Deposits and Fees

- \* A \$75 deposit must be paid at time of application. (\$40 for non profit groups)
- \* Indoor booth rental is 13% of your total sales.
- \* Outdoor booth rental is 10% of your total sales.
- \* Your deposit will not be refunded. It will be deducted off your 13% total rental fee.  
Example: Total booth sales = \$1,042 x 13% = \$135.46 minus \$75 Deposit = \$60.46 to be paid.
- \* If ALL sales at the booth add up to \$580 or less, the \$75 advance deposit is the total rental fee.
- \* Both halls will have a table set up where your hall coordinator will be receiving sales reports and the remaining rental fees starting at 4:00 on Sunday
- \* These fees cover hall rentals, heat, lights, labour, ads (Victoria to Campbell River), press articles, posters, printing, mail, long distance phone calls, decorations, security, set-up, clean-up, 2 shuttle vans, insurance & drivers, etc.

## **APPLICATION FORM FOR DENMAN ISLAND ARTISANS**

**Off-island Entrants**, chosen by an independent Selection Team, get space AFTER DI artisans are positioned. Off-islanders use a DIFFERENT APPLICATION FORM. Email [autumntansy@gmail.com](mailto:autumntansy@gmail.com) to get one.

### **Booths**

- \* Booth rental is for adults only. One booth space per family unless there are two different crafts.
- \* You can share a booth. All names and crafts must be listed on the application. Only one deposit is required per booth. The 13% rental fee applies to the total sales at the booth. Limit crafters manning the booth to no more than two at a time.
- \* Sale items must be hand-crafted and made locally. No demonstration tables or raffles.
- \* Your actual craft must be on sale at the fair. Gift certificates and advanced orders can be sold. Their value is to be included in your total sales.
- \* Books & CDs are acceptable if created/written/composed/edited by you as a local artist.
- \* **MAXIMUM BOOTH SIZE: 8 feet long x 5 feet deep. This includes chairs, stands, tables, shelves, backdrops, storage and standing room.**
- \* Booths, stands, chairs and storage boxes cannot jut into aisles or FIRE EXIT areas.
- \* An 8x5 foot booth is **NOT** guaranteed.
- \* Wall space and electrical outlets are limited. List clearly what you require. In other words, if you don't need a wall, please don't tick that line.

### **Participation Agreement**

- \* Sell at the Fair for 2 full days 10am to 4pm.
- \* Set up before the Fair opens.
- \* Dismantle your display immediately after the Fair closes (no sooner), report your sales and pay any amount owing.
- \* Cover your display with a cloth if you sell out or have to leave due to illness.
- \* There will be NO REFUNDS of the \$75 deposit... if you cancel any time after the mapping process... become sick during the fair... if an outdoor vendor leaves early due to inclement weather. No exceptions.

### **Children's Table**

- \* There is a large FREE area for Denman children.
- \* Registration info will be printed in school newsletters & The Grapevine.
- \* There are spaces for morning (10 am - 1 pm) or afternoon (1 - 4 pm).
- \* We will provide a supervisor all day to ensure a happy experience for all.

## **APPLICATION FORM FOR DENMAN ISLAND ARTISANS**

**Off-island Entrants**, chosen by an independent Selection Team, get space AFTER DI artisans are positioned. Off-islanders use a DIFFERENT APPLICATION FORM. Email [autumntansy@gmail.com](mailto:autumntansy@gmail.com) to get one.

### **Non-Profit Groups (excluding the Food Fair)**

- \* There are 5 small spaces reserved for DENMAN Non-Profit Groups each year, 1st come 1st serve based on application postmark.
- \* Any groups that don't get a booth space in 2018 will be first-in-line in 2019.
- \* This is an opportunity mainly to fundraise by selling hand-crafted items, raffle tickets and memberships.
- \* Enclose a \$40 non-refundable deposit with your application.
- \* In support of Denman non-profit groups, the 13% fee is waived.

### **Food Fair**

- \* There are 6 food fair spaces available (3 in the back hall, 1 in front of the Community Hall and 2 in the Seniors Lounge) as well as the dessert tables and the coffee truck.
- \* These can be applied for between **Sept 2nd and 6th** with the \$75 deposit. They will be filled on a 1st come 1st serve basis. This is earlier than the crafters application period to allow for anyone who might not get their food spot to still apply for a craft booth should they desire.
- \* Non profit groups may apply, but will be subject to the same fees as the rest of the vendors (13% of sales inside or 10% outside) as this is needed to cover the back hall rental, bussers/dishwashers, set up take down and a Food Fair Coordinator.

### **Set Up**

- \* **FRIDAY Nov 29th 4pm-7pm** You can deliver and set up you booth.
- \* **SATURDAY Nov 30th 8am-10am** You can deliver and set up you booth.
- \* No tacks, tape or nails can be put into wall surfaces.
- \* You supply the booth. We'll supply the chairs.
- \* There WILL be overnight Security Friday and Saturday. Crafts can remain in place.
- \* **SUNDAY Dec 1st 9:15am-10am** Doors will open to SELLERS ONLY. Security ends at this time. We encourage you to be there. This is a time for crafters to browse & meet other sellers.

**APPLICATION FORM FOR DENMAN ISLAND ARTISANS**

Off-island Entrants, chosen by an independent Selection Team, get space AFTER DI artisans are positioned. Off-islanders use a DIFFERENT APPLICATION FORM. Email [autumntansy@gmail.com](mailto:autumntansy@gmail.com) to get one.

# Denman Island's 38th *Christmas Craft Fair*

START DATE is Sept 9th – **BY MAIL ONLY** Deadline is Sept 16th. No Late Applications Accepted

Enclose \$75 cheque PAYABLE to Autumn White MAIL to: 2626 Piercy Road, Denman Island, BC, V0R 1T0

Names/Phones -please include all sellers at booth \_\_\_\_\_

Email Addresses \_\_\_\_\_

Crafts \_\_\_\_\_

This is the first time I have applied (tick if applicable) \_\_\_\_

REQUIREMENTS: Electrical \_\_\_\_ Wall space \_\_\_\_ Other \_\_\_\_\_

Please mark your 3 preferred positions on the map below and we will do our best to accommodate.

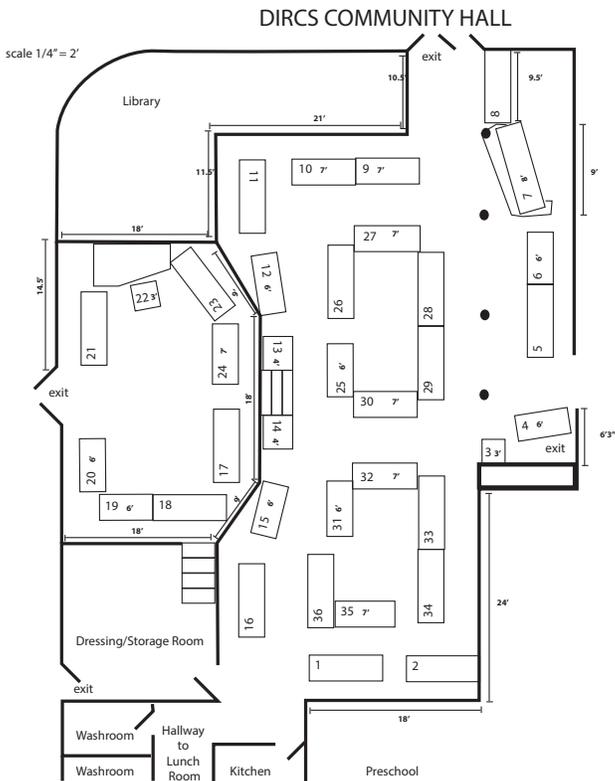
Note varying booth sizes - **an 8 foot booth is not guaranteed.**

No spot preference \_\_\_\_ I don't mind a smaller booth \_\_\_\_

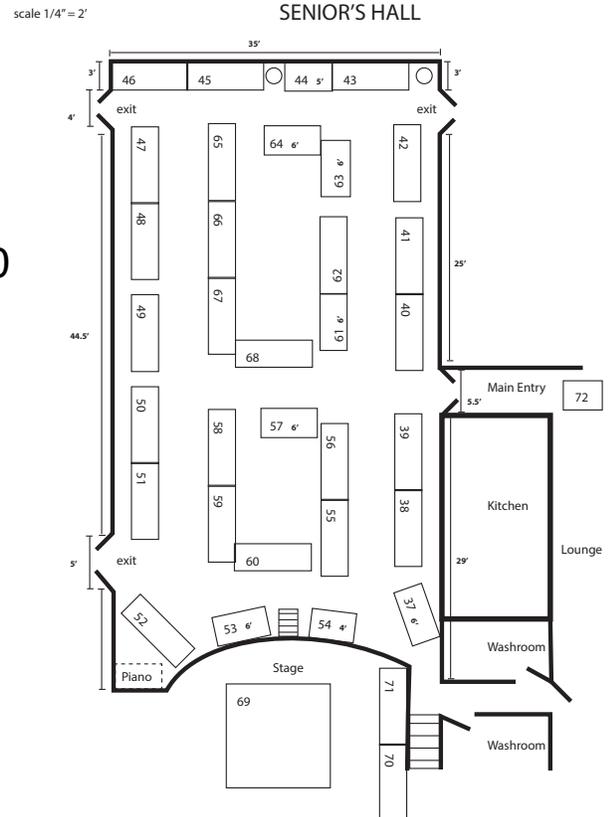
Don't mind where, but would like to be in the \_\_\_\_\_ Hall.

**I have read the information sheets and participation agreement provided**

Please sign \_\_\_\_\_



**\*\* Note\*\***  
Booths 27, 30  
and 32 are  
now 7 foot  
(not 8 foot)  
booths in  
order to  
enlarge the  
isles.



## **APPLICATION FORM FOR DENMAN ISLAND ARTISANS**

**Off-island Entrants**, chosen by an independent Selection Team, get space AFTER DI artisans are positioned.  
Off-islanders use a DIFFERENT APPLICATION FORM. Email [autumntansy@gmail.com](mailto:autumntansy@gmail.com) to get one.