

Denman Island's 38th

Christmas Craft Fair

November 30th and December 1st, 2019 (10 am - 4 pm daily)

Application Details

We must receive your application by **September 16th** by mail.

- * The results will be emailed to you by the end of September.
- * A floor plan showing your booth position will be emailed to you by the end of October.
- * Denman artisans will be given their booth space first. The Fair usually has 10-15 spaces for off-islanders. (The number can't be confirmed until all registration is complete.)
- * Off-island entries will be chosen by an Independent Selection Team based on the following 2 criteria:
 - 1 - QUALITY – Handmade in your local area, well-crafted, attractive if packaged, etc.
 - 2 - UNIQUENESS – A craft that is special and different from Denman Island crafts in the same medium.
- * Please provide the following:
 - 1 - A BRIEF DESCRIPTION 1-3 paragraphs, a website address or your brochure.
 - 2 - PICTURES if you haven't already provided a website or brochure, photos can be sent by mail or email.
 - 3 - SAMPLES Optional. The BEST WAY to advertise your craft to the Selection Team is to send samples of your work. All items will be returned by mail or @ the Fair. Shipping is done at your own risk.
 - 4 - APPLICATION FORM filled out and signed.
 - 5 - DEPOSIT \$75 deposit will only be cashed if you are given a place at the fair. NSF cheque will result in booth cancellation.

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.

Deposits and Fees

- * A \$75 deposit must be paid at time of application. * 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.

Booths

- * Booth rental is for adults only.
- * 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.
- * State your **EXACT** booth length and requirements on the application. This information is needed to make the floor plan, so your booth isn't crowded and the halls are well spaced. Once the map is done it is very difficult to change. **DON'T** include personal exit aisles in your measurement. We account for them on the map.
- * 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.

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.

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Application **deadline is Sept 20th**. No Late Applications Accepted. Enclose \$75 cheque PAYABLE to Autumn White
MAIL to: 2626 Piercy Road, Denman Island, BC, V0R 1T0

Name _____

Phone _____

Address _____

Email _____ Website _____

Crafts _____

Price point _____

Booth Requests (not guaranteed) -

List actual length of display to a maximum of 8 feet _____

Electrical _____ Wallspace _____ Other _____

Please let us know if there is a particular area you would like us to try and put you in _____

I have read the information sheets and participation agreement,

Please sign _____

Date _____