

# Denman Island Craft Fair, Dec 3 & 4, 2022

## Application for Denman Islanders

Fill the form below to participate in the 2022 Denman Island Christmas Craft Fair. Forms that are not completely filled will not be accepted.

### Vendor Guidelines

#### How the process works

- Application are accepted on-line from September 10 – 17. Denman Islanders get space on a first-come, first-served basis, according to the day your application is submitted. If this is absolutely impossible for you, contact Craft Fair Coordinator Autumn White at [dicraftfaircoordinator@gmail.com](mailto:dicraftfaircoordinator@gmail.com) or 250-335-2148.
- Off Island entrants, chosen by an independent selection team, get space after Denman artisans are positioned. Off-islanders use a different application form than locals.
- A map showing your space and other details will be emailed to you in mid-October.

#### What you can sell

Items must be hand-crafted and made locally. No demonstration tables or raffles. Your actual craft must be on sale at the fair. Books & CDs are acceptable if created/written/composed/ edited by you as a local artist. Gift certificates and advanced orders can be sold. Include their value in your total sales.

#### Fees

- Indoor booth rental is 13% of your booth's total sales. Outdoor booth rental is 10% of your total sales. Your deposit 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. This is waived for non-profit groups.
- If ALL sales at your booth add up to \$580 or less, the \$75 advance deposit counts as the total rental fee.  
Both halls will have a table where your hall coordinator will be receiving sales reports and the remaining rental fees starting at 4:00 on Sunday.
- These fees cover event coordination, hall rentals, heat, lights, labour, ads (Victoria to Campbell River), posters, press articles and other publicity, maintaining a website and social media presence, mail, long distance phone calls, decorations, security, set-up, clean-up, two shuttle vans, insurance and drivers, etc.

#### Deposits and refunds

- A \$75 deposit must be paid at time of application via e-transfer.
- No deposit required for non-profit groups (except Food Fair vendors).
- There are NO REFUNDS of the deposit. If you cancel any time after the mapping process... get sick during the fair... if an outdoor vendor leaves early due to inclement weather—no exceptions.

## Booth space

- Booth rental is for adults only (see “Children’s table” below for info about child and youth vendors). One booth space per family unless there are two different crafts.
- You can share a booth. Only one deposit required per booth. All names and crafts must be listed on the application.
- Maximum booth size: 8 feet long x 5 feet deep (40 square feet). You need to fit chairs, stands, tables, shelves, backdrops, storage and standing room in this space. An 8x5 foot booth is not guaranteed.
- Wall space and electrical outlets are limited.
- You supply the table(s), and display. We’ll supply the chairs.

## Set-up, take-down and staffing your booth

- Sell at the fair for two full days, 10 a.m. to 4 p.m. Dismantle your display immediately after the fair ends (no sooner). Cover your display with a cloth if you sell out or have to leave due to illness.
- Set up before the fair opens. The venues are open for set-up Friday, 4:00 – 7:00 p.m. and Saturday, 8:00 a.m. – 10:00 a.m.
- No tacks, tape or nails can be put into wall surfaces. If you want to hang art you will need to create your own arrangement.
- Booths, stands, chairs and storage boxes cannot jut into aisles or fire exit areas.
- Limit crafters manning the booth to no more than two at a time.
- There will be overnight security Friday and Saturday. Crafts can remain in place.

## Children's table

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

## Non-profit groups (excluding the Food Fair)

There are five small spaces reserved for Denman non-profit groups each year, available on a first come, first served basis. Any groups that don’t get a booth space in a given year will be first in line the next year. This is an opportunity to fundraise by selling hand-crafted items, raffle tickets and memberships. No deposit is required. In support of non-profit groups, the 13% fee is waived.

## Food Fair

- There are six food fair spaces available (three in the back hall, one in front of the Community Hall and two in the Activity Centre Lounge) as well as the dessert tables and the coffee truck.
- Spaces will be filled on a first come, first served basis.
- Non-profit groups may apply, but the non-profit fee waiver will not apply as funds are needed to cover rental, bussers/dishwashers, set up, take down and a Food Fair Coordinator.

## Vendor shopping and browsing

**Sunday 9:15 am-10 am:** 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.

## Questions?

Contact Craft Fair Coordinator Autumn White at [dicraftfaircoordinator@gmail.com](mailto:dicraftfaircoordinator@gmail.com) or 250-335-2418