

Immaculate Conception School
7th Annual Craft Fair
Saturday, November 16th, 2019
3285 Cathedral Avenue,
Prince George, BC V2N 5R2
10:00am – 4:00pm

Contact Information:

Carrie Connelly, Coordinator
Email: icscraftfair@yahoo.ca
Website: www.facebook.com/icscraftfair

Important Dates

Application deadline:

Submission of **Early Bird** applications for the fall 2018 Craft Fair will be due **Friday, June 14th, 2019**.

Fall Application Submissions will re-open **Monday, September 16th, 2019** (if available spaces remain)

Set up: Friday, November 15th @ 6:30 – 8:30

Sale: Saturday, November 16th from 10:00am – 4:00pm

*Vendors /volunteers will be granted entrance @ 8:30am

Take Down: November 16th 4:00pm – 6:00pm

Application Information

We are accepting applications from both crafters and small business retailers. All complete vendor applications will be reviewed, and vendors will be contacted and notified of their acceptance as soon as possible. Selections will be based on quality, number of exhibitors in certain categories and appropriateness.

Please print out the form and fill in the required information then mail it or dropped it off at the address listed below, along with payment. Please do not mail cash. Application forms may also be filled out on a computer and emailed but **will not** be accepted until full payment has been received. We do not accept e-transfers for payment.

*Please note booth fee payment will be cashed upon acceptance

Fees/ Booth information

Single booth: \$35.00**

Corner booth: \$45.00** (please note there are a limited amount available. These will need to be requested and will be assigned in a first come first served manner)

As part of the fee, vendors are asked to donate one item, of their choosing, towards fundraising raffles. Donation items will be due by **Friday, November 8th, 2019

*each booth will be supplied with 1 table (approx 6' x 2.5') and 2 chairs. Corner booths will have 2 tables (Please notify us if tables are not needed for your booth)

*there are a few tables available with longer dimensions, these can be requested and will be assigned on a "first come first served" basis

- *if sharing a booth with another vendor there will be an additional \$10.00 fee
- *dividing walls and/or curtains are not provided.
- *table clothes are not provided
- *electric outlets are very limited. There will be absolutely no guarantee of electricity to any vendor.
- *WiFi is available
- *personal furniture may be used to help display work as long as it does not invade aisle ways or neighbouring spaces.

Rules

- *All fees must be paid in full prior to event
- *Cancellations must be made aware AS SOON AS POSSIBLE
- ***No refunds**
- *Vendor may only sell items that were listed on their application, unless we have been contacted prior to the event
- *Vendors are not permitted to burn any substances such as candles or incense
- *Booth displays must stay within the assigned area
- *No holes may be drilled, nails driven, hooks, screws or similar tacked into any part of the Immaculate Conception School or equipment
- *Please do not drag any item across school floors. Carts and dollies may be used.
- *Vendors must not start any "serious" packing up until 4:00pm
- * Vendors are responsible for the garbage in their designated area. All garbage and personal belongings must be removed from your booth by 6:00pm on November 16th, 2019

Liability

- *Vendors choose to participate at their own risk, including theft, personal injury and property damage.
- *Vendors will be liable for any damages to Immaculate Conception School and/or equipment.
- *Immaculate Conception School will not be liable for any damage or theft of property belonging to vendors or injury to any persons

Please mail application to:

**Immaculate Conception school
Attn: Craft Fair
3285 Cathedral Avenue
Prince George, BC
V2N 5R2**

Or email to:

icscraftfair@yahoo.ca

***any photographs of your work that can be provided are greatly appreciated

Immaculate Conception School 7th Annual Craft Fair Application

Name:	
Company Name (if applicable):	
Address:	
City:	Postal Code:
Phone:	Alt Phone:
Email:	

Product Description(s): *a submission of a photo(s) is not mandatory but is greatly appreciated

Number of booths:

	Single		Corner (2 tables)
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Requests (room, wall behind, table beside..., etc...)*:

***please note that all requests will be taken into consideration and will be fulfilled on a first come first served basis, if applicable.**

Please make cheques payable to :
Immaculate Conception Parent Support Group (I.C.P.S.G.)

Office Use Only:

Payment amount \$ _____ Cheque Cash Raffle Item received