

Fifth Annual Christmas at QC Craft and Gift Sale

APPLICATION FORM

Friday November 19 (5-9 p.m.) & Saturday November 20 (9 a.m.-3 p.m.) 2010

FULL NAME: _____

BUSINESS NAME: _____

SALES PERMIT #: _____

STUFFING ARTICLE # required for any items containing stuffing: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE - DAY: _____ NIGHT: _____ E-MAIL: _____

On the back of this form please describe: 1) Your art or craft & 2) For the purpose of planning booth spaces, your display unit (i.e. Do you use shelves, tables, screens or dividers? Are any of these above standard table height, odd shapes or sizes etc?)

This is a juried sale, therefore **first time applicants** are required to submit photos of their art/craft before application will be accepted. If you have **applied before but have new products to sell**, photos of these items are also necessary. Please make sure your name is on your photos. Photos will be returned if you provide a self addressed, stamped envelope.

<u>BOOTH REQUIREMENTS:</u>	<u>EACH</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>
12' X 10' space	\$65.00	_____	_____
10' X 6' space	\$45.00	_____	_____
8' table (first table free, additional tables - \$ 5.00 each)		_____	_____

I need a standard electrical outlet YES NO (Please bring your own extension cord)

I need the following number of chairs in my booth: _____

I need the following number of name tags for my booth: _____

TOTAL FEES ENCLOSED: \$ _____

✽PLEASE MAIL SIGNED APPLICATION, PHOTOS, AND CHEQUE AS SOON AS POSSIBLE✽

TO: Quinte Christian High School
138 Wallbridge-Loyalist Road
Belleville, Ontario
K8N 4Z2
*** Attention Craft sale ***

I HAVE READ AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS AS WRITTEN IN THE 2008 sale POLICY WHICH IS AVAILABLE AT: www.qchs.ca .

SIGNATURE: _____ DATE: _____

❄️❄️Fifth Annual Christmas at QC Craft and Gift sale ❄️❄️
Policy and Vendor Information
(2010)

❄️GENERAL INFORMATION

1. **Show dates** are Friday **November 19, 5-9 p.m.** & Saturday **November 20, 9 a.m. - 3 p.m.**
2. The fees listed on the application are for booths with **measured floor space as follows:**
 - a) 12' wide x 10' deep allowing for various tables and floor displays within that space or
 - b) 10' wide x 6' deep allowing **only** for tables - **no shelving or items placed on the floor.**
3. **Set-up** will be Friday November 19 beginning at 10 a. m. Complimentary **refreshments** will be available.
4. Doors will be open to vendors at 8 a.m. Saturday November 20. (Coffee, muffins & bagels for sale at Cafe).
5. **No part** of your booth or display may be dismantled before 3 p.m. and take down must be complete by 5.

❄️VENDOR REQUIREMENTS

1. **Smoking is not permitted** anywhere in the building.
2. Vendor must not block **fire extinguishers or exits.**
3. Vendor's display must not extend beyond assigned, taped area.
4. Vendor is **not permitted to light candles** for display or decorative purposes.
5. All **tables** must be **covered to the floor** with skirts or tablecloth (FYI - 8 ft tables require a cloth 13' x 7.5'). Containers used **for display** must be attractive, **no cardboard boxes** allowed. All **storage boxes** must be stored **out of sight during the sale.**
6. All vendors **MUST HAVE** a valid **Sales Permit Number** (Call: 1-800-668-5810 Retail Sales Center for more info). Anyone with products that are stuffed, must also have a **Stuffing Tag Number.** Vendors must indicate these permit numbers on the application form.
7. Vendor will not, at any time during the Sale, reduce prices or offer discounts.
8. Hanging signs or other **items on the wall** is **only permitted** if attached with **PAINTER'S TAPE.**
9. The gym will be locked and the alarm will be set on Friday night but QCHS will not be responsible for any personal injury, loss, theft or damages incurred by the exhibitor at any time during the weekend of the Sale.
10. Quinte Christian High School is **PEANUT FREE**, absolutely no peanut products on the premises.

❄️SALE POLICY

1. All new Vendors must submit photos of their work and payment before application will be accepted. We will send out notification of acceptance to the craft sale as soon as possible. Upon our acceptance of your application, fees are non- refundable.
2. All **NSF** cheques will be subject to a **\$20 service charge.**
3. In the event of a sale cancellation due to reasons beyond our control, Quinte Christian High School will not be held liable to exhibitors in any way.
4. Prior to or during the craft sale, the **organizers reserve the right** to request removal of any art or craft item from the sale, that at the organizers discretion, they deem incompatible with the Christian character and standards of the school. All decisions made by the sale organizers in this regard are final.
5. Space is limited.
6. Spots will be filled in order of receiving applications and fees. We cannot guarantee a particular spot; however, we will try to accommodate any special needs if possible. If the sale is full upon receiving your application, your cheque and application will be returned to you. You may also be notified by phone or e-mail.
7. Upon signing the application **THE EXHIBITOR AGREES TO** all the rules and regulations set out within this policy for the Craft sale and shall be liable for and charged for any damages incurred by QCHS.

QUESTIONS REGARDING POLICY AND VENDOR INFORMATION?

Please e-mail Dee DeSnoo at bill_dee_snoo@live.com or call her at 613-771-9920 or call Margriet at 613-961-0799