

Providence Farm Annual Christmas Craft Fair 2017

Saturday December 2nd ~ 9am until 3pm



VENDOR REGISTRATION PACKAGE

Thank you for your interest in our annual Christmas Craft Fair!

Booth Information

Your booth will consist of one booth display table. Table sizes are 2.5' wide by 6' long. You will also be provided with one chair per booth. Additional chairs can be provided upon request, free of charge but request must be made in advance, no additional chairs will be made available on the day of the fair. Vendors are responsible for covering and decorating their own tables.

Priority Registration for Returning Vendors

In appreciation of our returning vendors they will receive priority in the selection of their tables until October 1st 2017. New vendors are welcomed to apply before this date, though their applications won't be considered until after Oct. 1st. Please complete the attached registration form and return it by mail to: Providence Farm, 1843 Tzouhalem Rd, Duncan BC, V9L 5L6 or email: communityrelations@providence.bc.ca

Booth Fees

2017 booth fees are \$45 per booth. Power can be added on by request (we supply an extension cord) for an additional \$5 fee. This must be indicated with your registration, requests for power after registration may not be possible. As we are a relatively small fair with a limited number of booths available no discounts will be given for vendors purchasing multiple booths.

Payment and Cancellation Deadline

Payment for your booth must be received by **November 7, 2017** in order to hold your space. As well, refunds will not be given for cancellations after this date.

Payment can be made by cheque or cash. Cheques should be made out to *Vancouver Island Providence Community Association*. Cash will be accepted in person at the reception office. Payments made in person will be issued a receipt at time of payment all others will be mailed out or provided on fair day.

Raffle Donations

In addition to the entry fee, Providence Farm relies on the generous donation of our vendors to our annual raffle draw. Vendors that are able to, generously donate an item from their booth towards the raffle. Items will be picked up on the day of the event by a Providence Farm staff member. Please let us know if you are able to donate to the raffle this year. Thank you for your support!

Contacting Us

Contact Person: Carolyn Morris, Event Coordinator, Providence Farm
Phone: 250-746-4204 | Email: communityrelations@providence.bc.ca
Address: 1843 Tzouhalem Road, Duncan, BC, V9L 5L6



VENDOR REGISTRATION FORM 2017

Fair Date: Saturday December 2, 2017

Your Name: _____

Your Craft: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Returning Vendor? YES NO

BOOTH REQUIREMENTS:

Inside booths are 6' x 5' in size. Additional booth space may be requested, but is not guaranteed.

Power (additional \$5 charge) YES NO

Additional Chair (N/C) YES NO

Do you require a space with **mobility access** (i.e. wheelchair access)? YES NO

Preferred Location: (please # the below locations in order of preference with # 1 being top choice)

Third Floor Classroom – (special shaped booths may be considered)

Second Floor Room One - Chapel (this is the room to the right)

Second Floor Room Two – Board Room (room to the left)

Outside – Vendors must bring their own tent, table and chair. Cost is \$30

Raffle Donation

Are you donating an item for the raffle prize? YES NO

If so, please describe this item: _____ value: \$ _____

Other requirements we should know about: _____

****Booth bookings are done on a first come first serve basis, with priority to returning vendors. Our organizers will do their best to accommodate your preferred locations but not all requests may be possible.*

Office Use Only

Date Application Received: _____ Date Approved: _____

Booth Number: _____ Payment Amount: _____ Payment Received: _____