



## STEVESTON COMMUNITY SOCIETY

4111 Moncton Street, Richmond, BC V7E 3A8

Tel: 604-718-8080 Fax: 604-718-8096

April 9, 2010

### **Re: 2010 Christmas Craft Fair**

Dear Crafter,

We're happy to announce that we will once again have our yearly Christmas Craft Fair, to be held on Saturday November 27, 2010 from 10:00am - 4:00pm. The fair will remain in the Net Shed (indoor tennis courts).

Registration will begin for 2009 participants on Thursday May 6<sup>th</sup>. Crafters will have from May 6<sup>th</sup> until the end of the day on May 13<sup>th</sup> to secure the same table as last year. Those wishing to have a different table can register on public registration starting May 14<sup>th</sup>. The cost per table is \$50, without power and \$60 near the wall and/or with power.

For new crafters or those adding additional items, jurying will take place on Saturday October 2<sup>nd</sup> from 9am -12pm. If you cannot stay, or come the jurying day, please drop off your items to be juried to be picked up when phoned. Please note, the Craft Fair Committee is not held responsible for any left items.

Ways to register:

- In person at the Steveston Community Centre;
- Fax application to 604-718-8096 and our attendant will call you to process your registration;
- Mail application form with payment to 4111 Moncton Street, Richmond, BC V7E 3A8

We're always looking for ways to improve our craft fair and appreciate your feedback. Although it was suggested to have the fair be a 2-day event, due to various logistical reasons, we've had to make the decision of maintaining it a 1-day event. As well, we will continue to offer 6ft tables. Other feedback from vendors and fair visitors is that some crafters are bringing in commercially made products. Please be advised that we will be making a concerted effort to eliminate this situation. If commercially made products are found, crafters will be asked to leave the event at anytime throughout the day and a refund will not be issued.

If you have any questions, please call 604-718-8080. We look forward to seeing you this year.

Sincerely,

Beth Ovenden  
Craft Fair Coordinator



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**2010 CHRISTMAS CRAFT FAIR - APPLICATION FORM**

(Please complete the application in full)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Description of Craft Items (attach photos): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I confirm that my items are handmade and are not commercially made. I acknowledge if the Craft Fair Committee finds I have commercially made products, that I will be asked to leave the craft fair at any point on November 27, 2010 and will not be given a refund.** Please initial

Do you require power? Yes  No   
(additional \$10/table)

Do you require jurying? Yes  No

Place me on the waitlist for a second table Yes  No

**I have read and agree to follow the Christmas Craft Fair Guidelines set-forth on page 3 of this application form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY STAFF**

Date entered into Class: \_\_\_\_\_ Table Number(s): \_\_\_\_\_

Total Cost: \$50 no power table  \$60 power or wall table



## **CHRISTMAS CRAFT FAIR - GUIDELINES**

**Approval of Items:** All items must be approved by the Steveston Craft Fair Committee. If you are adding new items to your table or have not been juried in the past, please bring your items to be juried on October 2<sup>nd</sup>, 2010 from 9am until 12pm. The Steveston Craft Fair Committee reserves the right to decline or limit products as they see fit.

**Definition of Handcrafted:** All items must be handcrafted as opposed to manufactured. No commercially made products allowed, which includes imported products of any kind for charity purposes, or that are commercially sold. **Tables found with these products will be shut down and asked to leave the craft fair. No refunds will be issued.**

**Set-Up & Take Down:** Every table must be ready to go at 10:00am and remain open until closing at 4:00pm. Crafters must remove all items and garbage from their table/area at the end of the fair.

**Food/Home-Prepared Items:** The City of Richmond's Health Department places restrictions on food items sold at Craft Fairs. The Health Department does come out to fairs to ensure compliance to their guidelines. If you are found non-compliant you will be fined by the Health Department. **It is your responsibility to ensure you are within the guidelines. The Steveston Craft Fair Committee takes no responsibility if crafters are fined.** Please ask the front counter for a handout of the Health Department's requirement.

**Crafter Conduct:** Crafters must conduct themselves properly at all times. Any issues or concerns should be directed to the event coordinator(s) on site during the craft fair.

**Location:** The Craft Fair is held in the Net Shed (indoor tennis courts) at the Steveston Community Centre. We recommend dressing in layers as the room temperature fluctuates.

**Table Displays:** Crafters will be given 1 table (6ft by 2 1/2ft) and 2 chairs. Displays shall not exceed 5ft in height, unless otherwise approved by the Committee. Each area shall not exceed 27sq ft (6ft x 4.5ft). Due to fire regulations and space restrictions, you **will not** be able to extend any additions around your table nor are crafters permitted to light candles. Crafters are required to bring a table skirting in good condition as this adds to the overall fair appearance.

**Security of Items:** The Steveston Christmas Craft Fair Committee is not responsible for any lost or stolen items. Please protect your valuables and keep a watchful eye on your cash box.

**Refund Policy:** Refunds will be given up to **1 month** prior to the event. **NO** exceptions will be made even if another crafter can fill the table. Tables are not transferable to other crafters.