



St. Thomas Aquinas
Christmas Craft Fair



Registration Package 2017
Returning Crafters



541 West Keith Road, North Vancouver, BC, V7M 1M5

Email: aquinascraftfair@gmail.com

Dear Returning Artist,

Thank you for your participation in this year's St. Thomas Aquinas Christmas Craft Fair – our 30th Annual. Our Craft Fair Committee at St. Thomas Aquinas High School is already preparing for next year.

The 2017 fair will be held on **Sunday, November 5, 2017** from 10:00 am to 4:00 pm. The St. Thomas Aquinas Christmas Craft Fair has become renowned on the North Shore as a market for a wonderful variety of quality gift items. We welcome an array of professional Artisans each year.

Our 2017 Table Fee is being held at \$100 until December 31, 2016. Some Table Fees (like end/corner tables) are under review and may be subject to change starting January 1, 2017. Every attempt will be made to accommodate your table request. Areas requested will be on a first come first served basis *when payment in full has been received*. **There are no table placement guarantees.**

We will continue to endeavour to make your experience at our Fair both pleasant and profitable. Helpful parents, staff and students form a large volunteer team to serve your needs from your arrival through to your departure.

Please find a registration form enclosed. Registration forms must be submitted **completed in full and include payment** in order to reserve your 2017 space. Please be aware that once full payment is received, tables are allotted on a first come first served basis. Our tables fill up quickly so please don't wait until September 2017 to re-register. A detailed Crafter Information Package will be e-mailed to you in mid-October. We look forward to your early response.

Thank you for your prompt attention to reserve your space for 2017,

Candi and Elaine

STA Christmas Craft Fair Coordinators



You must complete the following Registration form (please print)

- Please include a cheque in the amount of \$100.00. This is payable at time of registration and is required to hold your spot. **Please make cheques payable to: St. Thomas Aquinas High School.** (No post dated cheques please).
- The STA Office is CLOSED for the summer. Please submit your registration before June 20, 2017 or after August 31st, 2017.
- Cancellations: \$35.00 non refundable if cancellation is made before the 10th of September 2017. For any cancellations made after the 10th of September the entire Table Fee is non refundable.
- \$25 service charge for NSF Cheques.
- If you are selling food products please attach a current/valid copy of a "Food Safe Form". If you have any questions please contact Vancouver Coastal Health directly at <http://www.vch.ca> as well as a copy of your registration with North Shore Health.
- Electricity is provided. Maximum voltage per space is 100 watts. Please bring your own extension cord.
- Wifi is available, however we cannot guarantee uninterrupted coverage. Please make alternate coverage arrangements if using payment options requiring wireless access.
- Display space must be tastefully presented and any storage containers carefully camouflaged in your space. We offer a maximum display area of 8 ft x 5 ft. A 6ft table can be provided.
- You will receive confirmation by email. A complete information package will be sent by the middle of October. Please note, if you have a preference for a particular location, they are allotted on a first come first served basis, so *the sooner you send in your form and payment the more likely you are to receive the spot you want.*
- The deadline for any changes to the booth requirements is September 10, 2017.
- Please be aware that if any new products have been introduced in to your line they will need to brought to our attention prior to the day of the fair. Only new crafters will be juried.
- Artisan Products Door Prize: **As an attraction to customers and a means of advertising for you, a donation of a packaged door prize is kindly requested and will be collected from your booth before 9:00 am on the day of the Craft Fair.**



For office use only

2017 Table #	
Date payment received:	
Cheque #	
Amount Paid:	
Cash (please Check off)	

RE-REGISTRATION FORM

**C/O Craft Fair Co-coordinator
541 West Keith Road, North Vancouver, B.C., V7M 1M5**

BUSINESS NAME _____
(as you wish to be listed in the program)

EMAIL _____

CONTACT NAME _____

ADDRESS _____

CITY _____ PROV _____ POSTAL _____

PHONE _____

WEBSITE _____

FACEBOOK, TWITTER OR INSTAGRAM _____

DESCRIPTION OF PRODUCT _____

PRODUCT CATEGORY (PLEASE CIRCLE ONE):

FOOD JEWELRY CLOTHING VISUAL ART TEXTILES BODY CARE OTHER: _____

EXHIBITOR'S LOCATION PREFERENCES: Please check appropriate box:

Table Location: FOYER SCIENCE WING GYM CAFETERIA

2016 CRAFT FAIR TABLE NUMBER: _____

6 FT TABLE (PROVIDED BY STA: 72" X 30")

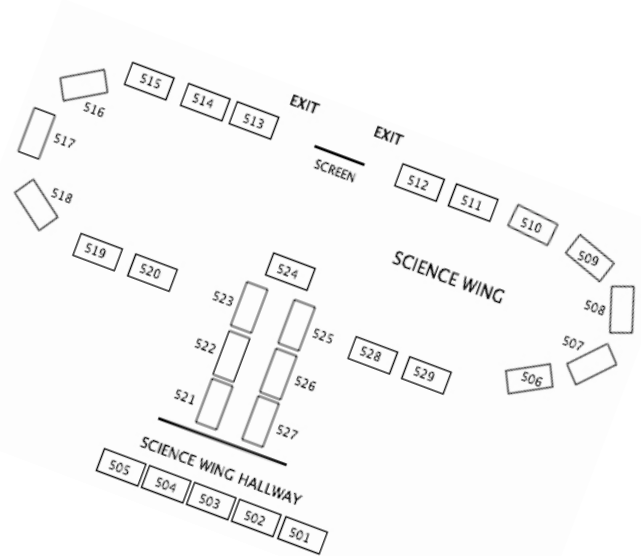
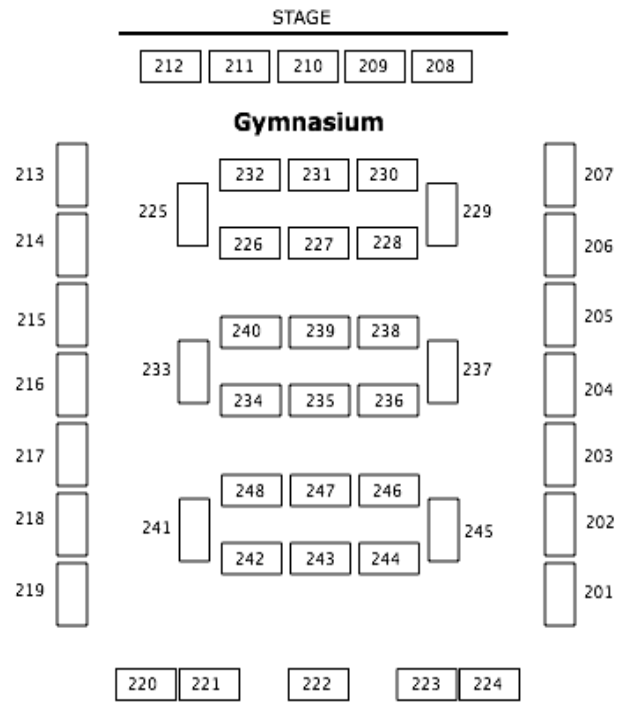
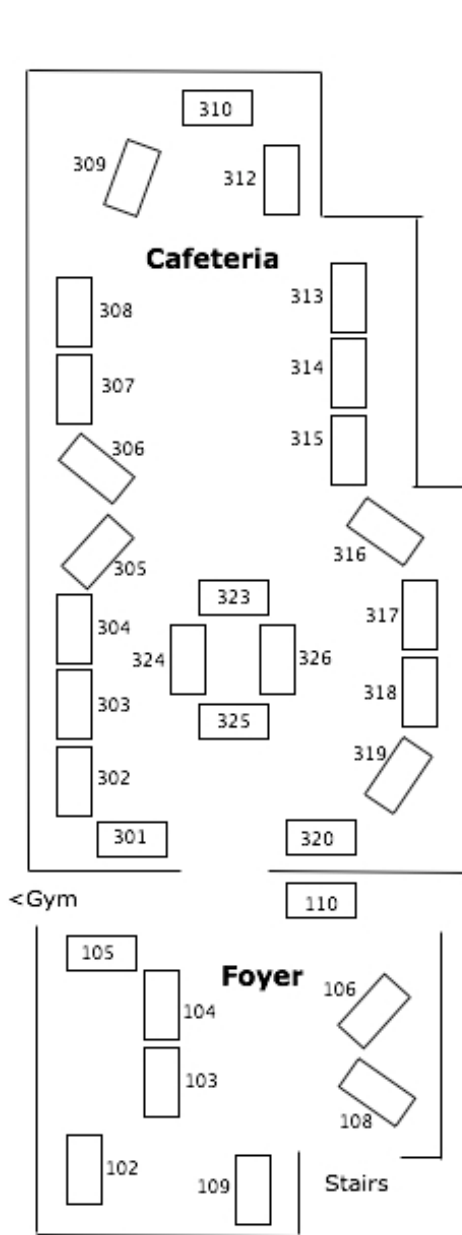
WALL SPACE PREFERRED

WEBSITE ADVERTISING
(pls provide JPEG image and email aquinascraftfair@gmail.com)
(or supply website to be linked)

Other preferences/comments:

Food Safe Certificate? (if selling food products):

TABLE FLOOR PLAN GUIDES*



*Table placement may be subject to change.
Exact placement is not guaranteed.