

Registration Package 2014

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

Email: aquinascraftfair@gmail.com

Dear Artist,

Congratulations, you have been selected to participate in the 28th Annual St. Thomas Aquinas Arts & Craft Fair. Our Craft Fair Committee at St. Thomas Aquinas High School is already in high gear preparing for this year.

This year’s fair will be held on **Sunday, November 2,2014** from 10:00 am to 4:00 pm. The St. Thomas Aquinas Arts & Craft Fair has become renowned on the North Shore as a market for a wonderful variety of quality gift items. Only professional Artisans are invited. Table fee is $100. Every attempt will be made to accommodate your table request. Areas requested will be on a first come first serve basis. **There are no guarantees**.

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

This year we offer advertising to our Artisans on our website [www.aquinasartsandcraftsfair.weebly.com](http://www.aquinasartsandcraftsfair.weebly.com) for prospective visitors to view. All we require is a jpeg image for your business and a short description or we can link to your website.

Please find a registration form enclosed. Registration forms must be submitted **completed in full and Payment submitted to us by September 1st, 2014** in order to confirm your space, (they are allotted on a first come first serve basis). An information package will be e-mailed to you in October. We look forward to your early response.
Thank you for your prompt attention to reserve your space for 2014,

Iris Low & Liz Godin
STA Arts & Crafts 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. (No post dated cheques please)
* Cancellations: $35.00 non refundable if cancellation is made before the 31st of August 2014. For any cancellations made after the 31st of August the entire fee is non refundable.
Please make cheque payable to: Saint Thomas Aquinas High School.
* $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 provided. Maximum voltage per space is 100 watts. Please bring your own extension cord.
* Display unit must be tastefully presented and any storage containers carefully camouflaged in your space. We offer a space of 8 ft x 5 ft.
* You will receive confirmation by email. A complete information package will be sent by the end of October. Please note, if you have a preference for a particular location, they are allotted on a first come first serve 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 6, 2014.
* Please be reminded 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.

**As an attraction to customers and means of advertising for you, a donation of a packaged door prize is requested and will be collected before 10:00 am on the day of the Craft Fair.**

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C/O Craft Fair Co-coordinator

**For office use only**

|  |  |
| --- | --- |
| Table # |  |
| Date paid: |  |
| Cheque # |  |
| Amount: |  |
| Cash (please Check off) |  |

541 West Keith Road, North Vancouver, B.C., V7M 1M5

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as you wish to be listed in the program)

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_

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Description of Product\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EXHIBITOR’S REQUIREMENTS:** Please check appropriate box:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table Location**  | Foyer  | Science Wing  | Gym  | Cafeteria  |

|  |  |
| --- | --- |
| 6 ft Table (provided by STA) |  |
| Wall Space Preferred |  |
| Website advertising(pls provide JPEG image and email craftfair@aquinas.org) |  |

Other preferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please include food safe certificate