

# Providence Farm Annual Christmas Craft Fair 2011

Saturday December 3<sup>rd</sup> | 9am until 3pm



## VENDOR REGISTRATION PACKAGE

Thanks 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 feet 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

This year in appreciation of our returning vendors they will receive a two week priority registration period to register and choose their booth placement. *Priority registration will begin Monday, September 26th and end at 4pm Sunday, October 9<sup>th</sup>.* Returning vendors are still allowed (and encouraged) to register after this date but booth selection will be done on a first come first serve basis. Registration can be done by email: [communityrelations@providence.bc.ca](mailto:communityrelations@providence.bc.ca) or phone 250.746.4204 (ask for Leah).

### Booth Fees

2011 booth fees are \$40 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 can be made by cheque or cash. Cheques should be made out to Vancouver Island Providence Association. Cas 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.

### Payment and Cancellation Deadline

Payment for your booth must be received by **November 10, 2011**. As well refunds will not be given for cancellations after this date.

### Contacting Us

Contact Person: Leah Boisvert, Community and Events Coordinator, Providence Farm  
Phone: 250-746-4204 | Email: [communityrelations@providence.bc.ca](mailto:communityrelations@providence.bc.ca)  
Address: 1843 Tzouhalem Road, Duncan, BC, V9L 5L6



# VENDOR REGISTRATION FORM 2011

Your Name: \_\_\_\_\_

Your Craft: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

## **BOOTH REQUIREMENTS:**

Power (additional \$5 charge)       YES       NO

Additional Chair (N/C)       YES       NO

Do you require a spot with easy mobility access for the vendor (i.e. wheelchair access)?

YES       NO

### Preferred Location

Please indicate which room you would prefer to be in and make note if there is specific table location you have in mind. Room options are as follows:

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

*Main Floor Room Two (room to the left)*

*Lower Floor (by special request unique sized/shaped booths may be considered)*

Preferred Room: \_\_\_\_\_

Other requirements we should know about: \_\_\_\_\_

*\*\*\*Booth bookings are done on a first come first serve basis. Our organizers will do their best to accommodate your preferred locations but not all requests may be possible. If your preferred room is no longer available at the time of your booking you will be contacted to choose an alternative location.*

### Office Use Only

Date Application Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Payment Received: \_\_\_\_\_