



**2018  
Bluefield High Music Department  
Christmas Craft Fair**



November 2nd & 3rd, 2018  
Hours of the fair: Friday 5:30pm – 9pm and Saturday 10am-5pm  
**REGISTRATION FORM**

Contact Name/ Business Name		
Mailing Address		
Phone		
Email		
Description of Craft		
Requirements	Electricity: yes <input type="checkbox"/> no <input type="checkbox"/>	Wall for display: yes <input type="checkbox"/> no <input type="checkbox"/>
Special Needs/Comments		
Please note – we will do our best to accommodate your requests where possible		
No. of Tables/Spaces Requested \$50.00/Table or space	\$50.00 x _____ = \$_____	Please indicate if you require: a table: yes <input type="checkbox"/> no <input type="checkbox"/> Just space yes <input type="checkbox"/> no <input type="checkbox"/>
Payment method Make cheques payable to Bluefield High School	Cash <input type="checkbox"/>  Cheque <input type="checkbox"/>	Are you able to contribute to our door prizes: yes <input type="checkbox"/> no <input type="checkbox"/> Brief description: _____ _____
<p style="color:red;">Selling food items may require a certificate from the Dept. of Health <a href="http://tinyurl.com/bj4l33w">http://tinyurl.com/bj4l33w</a></p>		
Drop-off or mail registration and payment to: Bluefield High School –Christmas Craft Fair  924 Colville Road, Hampshire, PE, C0A 1Y0 or for more information contact <a href="mailto:BHScraftfairvendors@gmail.com">BHScraftfairvendors@gmail.com</a>  Tel: 902-675 7480 Fax: 902-675 7482		
Important – please note: Registrations will be accepted on a first come first served basis. We suggest you send your application in as early as possible. Submission of this form and payment DOES NOT GUARANTEE a table in the Craft Fair.		

Please print when filling out form

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# 2018 Bluefield High Music Department Christmas Craft Fair



November 2nd & 3rd, 2018

Hours of the fair: Friday 5:30pm – 9pm and Saturday 10am-5pm

Vendor setup time: Friday 3:00pm – Vendor access time: Saturday 9:00am

## TABLES:

- Your registration of \$50.00 reserves a table and its space. Please be aware of the amount of space you have paid for. Your display space will be strictly monitored and enforced. Please ensure you are using only your allotted space. For those using tables, your rental space will be equivalent to that of a table.

## DO'S and DON'TS:

- Bring an extension cord if you requested power. There will be no cords available if you've forgotten your power cord.
- Table covers are required. They are not provided.
- We provide chairs.
- Door prize donations will be collected between 4:00pm – 5:30pm on Friday.
- Exhibitors are asked to NOT SELL FRESH WREATHS OR CHRISTMAS TREES as the band students sell these items.
- You may leave items on or under tables overnight. Please cover your table and remember to take your cash box. Bluefield will attempt to safe guard your property but cannot be responsible for theft or damage to articles. Receipt of your registration and payment for your table(s) is considered to be confirmation of you understanding this policy.
- Please remember to park your vehicles away from the front parking to allow for as many possible customers to be able to park. (Easier to walk out with their many purchases)
- Vendors are required to stay until closing time and not start packing up before the fair is over.

## CLEARING OUT:

- Exhibitors must vacate their tables by 6:00pm on Saturday. Please ensure you have adequate help arranged to assist you in dismantling your table or you must accept our help. We have to pay for janitorial services and excessive delays are very costly.

## FEATURES:

- Complimentary tea/coffee and ice water.
- A canteen service will be available.
- Our deluxe wreaths and beautiful Christmas trees will be available to order.
- Band students will be selling fudge, playing music, directing shoppers and offering any assistance you need.

## FIRE REGULATIONS

- Fire regulations require that all fire exits and doorways not be blocked and there must always be a clear passageway between tables.

## HEALTH REGULATIONS

- If you are selling food items you **may be required** to have a certificate from the Department of Health. It is **your** responsibility to obtain if needed. Please see <http://tinyurl.com/bj4l33w> for more information.

We look forward to seeing you in November and thank-you for participating in our fair!