

52nd ANNUAL PEI CRAFT COUNCIL CHRISTMAS FAIR
Nov. 11th - 13th, 2016
PEI Convention Centre – Delta Hotel
Queen Street, Charlottetown

Set-Up Day: Thursday, Nov. 10th, 5pm - 9pm
Friday Nov. 11th, 8am – 12:30pm

Standards: Friday, Nov. 11th, 12noon

Fair Hours: Friday, Nov 11th, 1pm - 9pm
Saturday, Nov 12th, 10am - 5pm
Sunday, Nov 13th, 12noon - 5pm

Dismantle: Sunday, Nov 13th, 5pm - 8pm

BOOTH RENTALS: Booth space includes: 1 table (2'x6'), 1 chair, and 1 booth #sign. Electrical service is available at a cost, if requested. Additional tables and chairs are available while quantities last. Table covers and signage are to be provided by the exhibitor. The size of booths will be based on 8 foot deep spaces and will range from 8 feet wide to 24 feet wide. All Booths will have a 3 foot tall white pipe and drape back and side walls. Specific location requests will be accommodated if possible, but are not guaranteed.

VENDOR AWARDS: This year prizes will be awarded for:

Best Booth: *Excellence in Product Display, *Easy Access, *Good Lighting,
*Inviting Atmosphere, *Prominent Signage.

Best New Product: *Marketability, *Pricing, *Design Appeal.

CASH MACHINES: An ATM machine for cash is available in the lobby of the Delta PEI Convention Centre. Free WIFI service is available in the Centre. We recommend that anyone expecting to sell high priced items have either Paypal or Square payment capability in their booth. If you need assistance getting setup with either of these services you may contact us prior to the event and we will help get you started.

DONATIONS: We will once again be having door prizes and we would ask for your generous support by donating a handcrafted item. This is also a valuable promotional tool for the fair as the total value of the donations traditionally exceeds \$1,000.00. Fair exhibitors, Board Members, and Fair Committee Members are not eligible to win the Fair Raffle.

PEI Craft Council 51st Annual Christmas Fair Exhibitors Application Form

Please complete the following information as you would like it to appear on the Fair Guide. Mail this form, along with your cheque or Visa/MC payment, to

PEI Crafts Council, 138 Great George St 2nd fl, Charlottetown PE, C1A 4K6.

For more information contact: Laura Cole, **902-892-5152, laura@peicraftscouncil.com**

Make cheques payable to: PEI Crafts Council and dated **Sept. 1st 2016 or earlier.**

The deadline for applications is Sept 1st, 2016.

This is a new venue for the Fair and booth allocations will be fairly allocated by the Fair Committee to accommodate space requirements and best overall appearance.

NOTE: In order to participate in the fair, your PEICC membership must be current.

In mid October, a floor plan and additional information will be put on the PEICC website and e-mailed to those registered.

Business Name: _____

Contact Person: _____

Address: _____

Telephone No.: _____

E-Mail: _____

Medium: _____

Booth Fees:

½ Booth (approx. 64 sq. ft. 8'x 8') \$185.00 _____

1 Booth (approx. 128 sq. ft. 8' x 16') \$310.00 _____

1 ½ Booths (approx. 192 sq. ft. 8' x 24') \$415.00 _____

Electrical Service \$ 60.00 _____

Fair Incentive - 1st time PEICC Juried Participant, deduct 25% \$ _____

Subtotal \$ _____

15% HST \$ _____

TOTAL ENCLOSED \$ _____

Name Tags: 2 name tags will be provide per booth - Names _____

Booth Requests: (please check all that apply)

Would you like an outside wall booth _____ or a centre aisle booth _____ ?

Would you like a corner booth _____ ?

Do you need electricity: Yes _____ No _____ ?

Please read the Booth Holders Agreement below and sign the following agreement
I have read the below conditions and agree to abide by them

Signature

BOOTH HOLDERS AGREEMENT:

Refund Policy: Full refund upon cancellation prior to Sept.1, 2016 minus a \$25.00 processing fee. NO REFUND THEREAFTER.

Standards: All items offered for sale must be produced by active professional members in good standing of the PEICC, in the medium which the artisan's work has been juried. Booths must be ready for Standards committee review by 12 noon, Nov. 11th and all items for sale must comply with PEICC Standards Committee decisions.

Pricing: Items for sale cannot be marked down during the Fair, but a "Fair Special" is allowed.

Management: Each booth must be open on time daily, and remain open for the duration of the fair.

Sales Tax: All participants are responsible for remitting their own taxes, in accordance with government guidelines.

Maintenance: All cartons and packing materials must be removed before the Fair opens. All property must be removed from the premises Sunday evening.

Booth Space: Booths will be taped off and must be organized in such a way so it will not intrude upon neighboring booths. Extensions beyond individual booth boundaries will not be permitted.

Insurance: Insurance is the responsibility of the exhibitor.

Flammable/Toxic Materials: The use of candles, cut evergreen trees or branches or other flammable or toxic materials is prohibited.

Cancellations: The PEICC reserves the right to cancel the Fair if participant numbers are so low that expenses cannot be met or because of other financial constraints. Should such a situation occur, Exhibitors will be notified a minimum of 30 days before the scheduled date and given a full refund.