



Vendor Information Form

Archbishop Carney Regional Secondary School

Annual Christmas Craft Fair

COMMUNICATION:

All correspondence will be via email. Please ensure you carefully note your correct email address on the application form.

EVENT DETAILS:

Craft fair hours are **10:00 am-4:00 pm on Saturday, and 10:00 am-3:00 pm on Sunday**, with Set-up Times as noted under Key Dates below.

The crafter shall have set-up complete by 9:30am on the first day of the Craft Fair, and agrees that the display will remain intact until 3:00pm on the second day of the Fair. It is understood that crafters who do not maintain their tables until closing time will be automatically denied application for future Carney Craft Fairs, and forfeit their table to the committee should they not return on the second day of the fair.

The individual crafter is responsible to maintain a presence at their table during the operating hours of the Fair. A.C.R.S.S. and the Committee will not be held responsible for tables, which are left unattended. Volunteers will be available should you need to leave your table for a brief period; however, they are not responsible should something go missing etc. from your table.

ROOM DESCRIPTION:

Rudolph's Runway: All wall tables. Rudolph's runway is located in the hallway after the foyer. Note that at these booths you will be standing beside and in front of your table, not behind your table.

Candy Cane Lane: 27 tables (14 wall tables and 13 inner tables). The front Cafeteria Room just off the school Lobby.

Santa's Workshop: 90 tables (36 wall tables, 54 inner tables). The main gym just off the school lobby. This room also leads to the North Pole.

North Pole: 8 tables. (all wall tables). Small gym off of the main gym.

Frosty's Wonderland: 20 tables (13 wall tables and 7 inner tables), located in the Fine Arts Wing.

What does your Booth Fee include:

- A 3ft space with an 8ft x 30" table and 2 chairs at Archbishop Carney Regional Secondary School in Port Coquitlam for 2 days of the event, per Key Dates below
- Volunteers to help you unload/load your products/booth and bring them to/from your booth area. Please bring your own dolly.
- You will be supplied with access to WiFi
- Volunteers to assist you throughout the fair if you need to take a quick break, or to pick up your order of coffee or food from the concession for you.
- Advertising –the Fair is advertised in newspapers, radio, and on social media.

TABLE REQUIREMENTS:

Crafters are required to cover and skirt their table(s). We will make every effort to make electrical outlets available upon request and payment-however electrical resources are limited. Space is limited due to a sell-out event each year. **Your display must be within your 3ft allowance.** If you require more space than this for racks, displays etc. you must purchase additional space or apply for one of the North Pole spaces. Racks must be maintained so that they do not block the space or view of another crafter, and they must not interfere with safe traffic flow. No placement of product in the aisles is allowed. Table displays such as lattice at the ends of tables etc. must be kept **below 2ft widths so as not to block neighbouring tables completely.** The height of your display should be reachable by you when standing on the floor.

APPLICATION PROCESS:

Applications are processed/juried based on design, workmanship, saleability, originality and balance (so as to not overbook one category). The final decision is left to the committee's discretion. Acceptance into the current year's fair does not guarantee you a spot in the following year. You are continually juried throughout the event. Every effort will be made to confirm your spot in our fair as quickly as possible.

The crafter is required to provide at least one photo of each type of item they will be offering for sale at the Craft Fair for the purpose of jurying (photos will not be returned - you can send them via email). Returning crafters only need to submit photos of new items they wish to sell. Only crafts that are listed on your application and approved can be sold. The committee reserves the right to have any unlisted and unjuried items removed from a crafter's table, or prohibit the sale of items which are considered objectionable.

If you are selling food product, **you must attach a current copy of your "Food Safe Form"** to your application and have it on display at your table during the fair. **No hot food or beverages, cooking, or open flames are allowed at the crafter's table.**

All products must be the original work of the craftsman. No Imports or resale. Commercially manufactured products are not allowed and if your product is deemed to be *commercial you will be asked to leave and your registration fee will not be refunded.(some exceptions apply, must be approved by the coordinator/committee ahead of the fair) Please do not "fundraise" for a non-profit group at your table, i.e. No raffles at tables, no exceptions.

PAYMENT AND REFUNDS:

Any cheques returned by your bank must be replaced by certified cheque or cash immediately (within 5 days of the crafter being notified). Failure to comply will mean the crafters application will be considered void, and the table will be made available to another crafter. A \$25 NSF fee will apply. Your vendor spot will not be considered confirmed until payment is received.

A Crafter may cancel a reservation and receive a full refund if the Carney Craft Fair Committee is notified by the Withdrawal Date (see Key Dates below). No refunds will be given after that date, and your payment will be considered a donation to the school, as this is a fundraising event. The crafter shall not sublet their table to any other person. Please note that all refunds are subject to a \$20 administration fee.

While we will do our best to place crafters as requested, **there are no guarantees.** **Final table placement is at the discretion of the Carney Organizing Committee.** The Floor plan is created in the few weeks leading up to the fair to accommodate any cancellations or changes that have been made. You will receive your floor placement upon arrival at setup for the fair.

DONATED ITEM:

The Christmas Craft Fair at Archbishop Carney Secondary is a fundraiser for our school. Crafters are **requested to supply a donation of their hand-crafted items** (approximate \$10.00 value) for a raffle basket, **to be collected upon Check-in at 5pm Friday evening or by 9:00am Saturday for those who set up Saturday morning.** Be sure to include your business card and we thank you for your support. If your handmade items are of a high value and you wish to donate something of a smaller value, then something suitable for the craft raffle basket would be very appreciated.

KEY DATES for 2026

Priority Re-Registration for Returning Vendors	November 9 th , 2025 to February 28 th , 2026*
Registration opens to new vendors	March 13 th , 2026
Withdrawal Date Cut-Off	July 31, 2026**

*full payment must be received

** Refunds subject to a \$15 processing fee prior to July 31, 2026 with no refunds provided after the withdrawal cut-off date of July 31, 2026 **

Fri	Nov 13 th	5 pm to 7:45 pm	Facility Opens for Set-up
Sat	Nov 14 th	8:30 am	Event access & final set-up
		9:30 am	All set-up complete
		10 am - 4 pm	Craft Fair Sales
		4:30 pm	Facility closes
Sun	Nov 15 th	9 am	Vendor access opens
		10 am - 3 pm	Craft Fair Sales
		4 pm	Facility closes

We look forward to welcoming the Christmas season with you.

Should you have any questions, please contact our Craft Fair Coordinator by email at ppcraftfair@acrss.org