

UNION BAY COMMUNITY CLUB AND RECREATION ASSOCIATION
Craft Fair Application Form

Name	home Telephone	work
Mailing address		postal code
Street address (if different from mailing address)		Email address
Vehicle identification		
license no.	make	colour

Spring Craft Fair 20__	No. of spaces	inside <input type="checkbox"/>	include table(s) yes <input type="checkbox"/> no <input type="checkbox"/>	electricity (\$2) no <input type="checkbox"/> yes <input type="checkbox"/>	wall no <input type="checkbox"/> yes <input type="checkbox"/>
		outside <input type="checkbox"/>		Electrical Outlets and Wall	
Fall Craft Fair 20__	No. of spaces	inside <input type="checkbox"/>	include table(s) yes <input type="checkbox"/> no <input type="checkbox"/>	electricity (\$2) no <input type="checkbox"/> yes <input type="checkbox"/>	wall no <input type="checkbox"/> yes <input type="checkbox"/>
		outside <input type="checkbox"/>		Space Availability is Limited	
Christmas Craft Fair 20__	No. of spaces		include table(s) yes <input type="checkbox"/> no <input type="checkbox"/>	electricity (\$2) no <input type="checkbox"/> yes <input type="checkbox"/>	wall no <input type="checkbox"/> yes <input type="checkbox"/>

Describe Crafts:
Additional Information:

Amount Enclosed Signature Date

Mail to: Craft Fairs, Union Bay Community Club
P.O. Box 335
Union Bay, BC, V0R 3B0

Phone: 250-335-2500
Internet website: ubcc.ca

Fees: Spring and Fall craft fairs are \$20 per space inside and outside. Christmas craft fair is \$30 per space. Tables are included in the price for inside spaces. Electricity is \$2 extra. Tables are 8 feet long and outside space is 12 feet by 12 feet.

Payment: No post-dated cheques please. If the Community Club receives a post-dated cheque it will not reserve your space until it can cash the cheque.

Note: There is a limited amount of wall space and a limited number of electrical outlets.

UNION BAY COMMUNITY CLUB AND RECREATION ASSOCIATION

P.O. Box 335, Union Bay, BC, V0R 3B0
250-335-2500 Internet website: ubcc.ca

Craft Fair Rules and Regulations

1. All vendors must be set up by 9:15 AM. No exceptions. Food is available all day.
2. Most items must be handcrafted or locally grown.
3. No tacks, pins, or staples in the walls or tables. Cover the table with a cloth so the front is skirted.
4. Your display must not interfere with other craftspersons or obstruct the aisles. All display shelves must be no higher than 30 inches (76 cm). No attachments on the ends of tables.
5. Check with us at the time of booking about your special requests. Wall space, end of row positions, and the number of electrical outlets is limited.
6. No sharing of tables unless you have booked the space in both names. This allows us to be fair with all our craftspersons and allocate space in booking order.
7. Keep your area clean.
8. ***Do not pack up before the end of the fair.***
9. There is limited height restriction against the wall. Again no shelves are permitted at the ends of tables.
10. All rental fees must be paid before the fair. Your space is not considered to be reserved until we have received payment. Don't send post-dated cheques as they will not be considered as payment until we can cash them. Payment should arrive 60 days before the fair.
11. *Fees:* Spring and Fall craft fairs are \$20 per space inside and outside. Christmas is \$30 per space. Tables are included in the prices of inside spaces. Electricity is \$2 extra. Tables are 8 feet (2.44m) long and outside space is 12 feet by 12 feet (3.67m by 3.67m). If you need a table for an outside space they are available for \$5 each.
12. All vendor vehicles must be registered and must be parked in the area designated for vendors. We want to keep the parking space near the hall free for your customers.

Craft Fair Schedule Until the End of 2019

Spring Craft Fair and Plant Sale	Sunday, April 14, 2019	10 AM to 3 PM
Fall Craft Fair and Plant Sale	Sunday, September 8, 2019	10 AM to 3 PM
Christmas Craft Fair	Sunday, November 17, 2019	10 AM to 3 PM

Other Community Hall Events Until the End of 2019

Annual General Meeting	Monday, February 18, 2019	7:30 PM
March Flea Market	Saturday March 16, 2019	9 AM to 1 PM
Mother's Day Pancake Breakfast	Sunday, May 12, 2019	8 AM to 11 AM
Annual Bay Day Celebrations	Sunday June 9, 2019	11:45 AM to 6 PM
Annual Fall Supper	Sunday October 20, 2019	5:30 PM
Kids Halloween Party	Tuesday October 31, 2019	4 PM to 5 PM