



Morden's Holiday Arts & Crafts Sale

2017 Registration Form

Date: Saturday, **November 4, 2017**, 10 a.m. – 4 p.m.

Location: Access Event Centre, 111 Gilmour Street in Morden, Manitoba

Registration Information: opens August 1, 2017 at 12:00pm & closes September 30, 2017 at 4:00pm, or until 85 tables are confirmed (confirmed only with payment and completed form). Early registrations will not be accepted.

Craft Sale Details:

- **All crafts are to be handmade and original.** No commercial products or non-registered items will be allowed. Only items listed on the form will be accepted. You will be required to remove any commercial items from your display.
- Registration fee is **\$45.00 per table/space**. Pembina Hills Arts Council **current** members' registration fee is **\$40.00 per table/space**. Each table is 8' x 2' (Limit – 2 tables)
- To create the spirit of the season, we suggest that all crafters cover their table fronts with festive tablecloths.
- Set-up time is Saturday morning beginning at 8:00 a.m. Exhibitors must be set up by 9:45 a.m., 15 minutes prior to opening. Please do not dismantle your tables until after 4:00 p.m.
- No promotions will be permitted for items that you are not currently selling.
- Registration is first to come, first served.
- The committee reserves the right to limit the duplication of crafts.
- Food vendors must follow regulations as outlined. Please click on the link below for more information on these regulations.
<http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/food.html>
- No early bird sales or early take-downs are permitted.
- A registered crafter can only share his/her table with one other crafter who has been accepted by the Craft Sale Committee prior. Only two registered crafters per table.
- The committee will pre-assign tables. We cannot guarantee to meet requests for placements. The vendor is not to re-arrange the tables from the original placement.
- Boxes, wrapping and packing material are to be stored out of sight.
- No crafts are to be displayed in front of or at the sides of your table. Lattice or backdrops behind the tables are permitted provided they are no longer than your table space of 8 ft.
- Tacks and/or nails are not to be hammered into the tables. Use a sheet or other material to cover your table or use Velcro or tape.

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- If you need to be near an electrical outlet please indicate this on your application form. **Bring your own extension cord.**
- There is no smoking allowed in the auditorium and/or the foyer.
- Complimentary coffee and beverages will be available from 8:30 a.m. - 10:00 a.m. for vendors.
- Lunch may be purchased in the serving area or canteen at the Access Event Centre.

In support of your sales, we will be sending press releases to the Morden Times, Winkler Times, Morden Winkler Voice, Dufferin Leader, Altona Echo, as well as advertising on local radio stations, outdoor signage, Pembina Valley Online, Pembina Hills Arts Council website, signs, posters and our e-newsletter, the City of Morden website and LED sign and Facebook.

Questions: Contact Pembina Hills Arts Council at 204-822-6026 or at info@pembinahillsarts.com

There will be no refunds for vendor cancellations.

Crafters will be required to move vehicle to designated parking zone after unloading

New this year! – Complete registration online! Visit:

<https://form.jotform.ca/phac/holiday-crafts-sale>



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(Please remit this page to PHAC staff with payment)

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CHEQUES payable to: Pembina Hills Arts Council →

\$40/table or space
(for CURRENT members)
\$45 for everyone else

Mailing address: 352 Stephen Street, Morden, Manitoba, R6M 1T5

Registration will not be confirmed until payment has been received.

NAME(S) _____

ADDRESS _____

TOWN/CITY _____ POSTAL CODE _____

PHONE # _____ E-MAIL _____

CRAFT DESCRIPTION _____

DO YOU REQUIRE A TABLE? YES ___ NO ___

**Due to health concerns, all scented products will be located in the foyer.*

I hereby agree to abide by the terms outlined in the Registration and Information forms, and include my payment for: \$ _____ for _____ table(s)/space(s) *2-table limit. **(Note: Prices are \$40 for members, or \$45 for non.)**

___ Please check here if you require space near an electrical outlet. **Bring your own extension cord.**

By signing this document you are indicating that you have read, understand and agree to the guidelines as printed.

SIGNATURE: _____ **DATE:** _____

STAFF USE ONLY: Invoice # _____ Date Received _____ Staff Initial _____