

St Charles Catholic School  
Christmas Market 2023  
November 25, 2023 (10.00 am – 3.00 pm)  
**Rules and Information**

**1. Fees**

OPTION A

Early bird is \$60.00 for a table (payment received by September 30,2023)

After October 1<sup>st</sup>, 2023, price is \$70.00.

OPTION B

The second option is a \$40.00 early bird or \$50.00 after October 1st, 2023 **PLUS** a donation (at least \$20.00 *retail price* of your products) to add to our silent auction prizes that will be on display at the event and drawn for at the end of that day.

If you choose that option, donations are needed **prior** to setting up so please have it ready upon arrival on Saturday.

Baskets need to be made the day before the fair or Sunday before the doors open at 10am!

**2. Payment**

Payment can be made by cheque.

Please do not send cash in the mail.

Cheques should be made payable to: **St Charles Catholic School**

Memo line should read: **Christmas Market 2023**

Receipts will be issued the day of the event.

Form and payment can be, dropped off (10.00am – 4.00pm every day except weekends) or mailed to:

**St Charles Catholic School**

331 St Charles St, Winnipeg, MB R3K 1T6

**Attn: Anastasia Tertigka (for the Christmas Market)**

You can also send your form by email [craftfairfundraiser@stccs.ca](mailto:craftfairfundraiser@stccs.ca) , and drop off or mail your payment to the school office.

If you mail your form and payment, please notify us also by email [craftfairfundraiser@stccs.ca](mailto:craftfairfundraiser@stccs.ca)

We will not accept registration forms without payments made in a timely manner.

Please note that spots are “first come, first serve “, so book your spot now.

**3. Refunds**

No refunds will be issued as of October 1, 2023.

**4. Booth Space**

Each vendor will have a table **8ft** (already set up). You will need to supply your own table covering. Power hook up is available but limited, you must supply your own extension cord.

Only one company per table is allowed.

You may not promote a secondary business while at the event. You may purchase more than one table if needed. Booths will be pre-arranged according to access needs.

**\*\*NO changes will be made the morning of the event! \*\***

Please see Market Organizer (Anastasia) upon your arrival for further direction.

**5. Setup**

Set up is available and recommended on Friday, 24 November from 6.00 pm -8.00 pm

(Please bring something to cover your table, if you wish)

Vendors can come to set up also on Saturday no earlier than **8:30am**.

## **Event will be open at 10.00am.**

We will have a quick briefing at 9.45am.

Packing up and leaving before 3.00pm will not be allowed. It creates a chain reaction and gives customers the wrong impression. Exceptions will be granted in an emergency only!

If you have sold out of your product, you are required to stay so there are no gaps among vendors.

## **6. Cancellations/No Shows**

Please allow as much time as possible for cancellations to adjust the lay out of the tables.

If you cancel last minute, please call Anastasia - [craftfairfundraiser@stccs.ca](mailto:craftfairfundraiser@stccs.ca)

## **7. Vendors**

At this craft & vendor sale, we are co-workers!

All participants must work as a team to keep the site tidy!

Please notify volunteers for any issues such as full garbage cans, assistance with setup and take down, etc.

**REMEMBER** - Your License's/Permits pertaining to your Business - Food Handlers, Certificate/License/Permit/Registration Health Canada (Soap Makers etc)

## **8. Parking & Entrance to the venue (please see attached map)**

### Parking

You can park to the Church parking but it is recommended once you have unloaded your items, we request that you move your vehicle to one of the surrounding streets. We need to have the parking available for the customers. If customers have nowhere to park, they are likely to continue on without stopping in to shop.

### Friday set up

You can use the front entrance so you can unload your items.

### Saturday set up

Please use the entrance from the north side of the building.

Volunteers will be there to guide you on both days.

## **9. Advertising**

This sale will be advertised among SCCS, other community centres and churches, shops around the area, and school website.

I will also create an event in FB that vendors can pass on to families, friends, co-workers and customers.

Part of having as much customers as possible is your promotion for the event.

So please share our event and spread the word.

## **10. Types of crafts**

**All products must be handmade.**

You can only sell on your booth the products you have already stated in your registration for.

We try to keep a variety of vendors. If you sell more than one type of craft, we will have to approve which type of creation you can have on your booth to make sure that we will have a variety of choices for all customers.

Bake sales are welcome (providing permits)

## **11. Miscellaneous**

Coffee or Tea and lunch options for you and your customers will be available, BUT it will be confirmed closer to the event.

If you require further information, please contact: Anastasia Tertigka ([craftfairfundraiser@stccs.ca](mailto:craftfairfundraiser@stccs.ca))

### Registration Form

St Charles Catholic School  
Christmas Market 2023  
November 25, 2023 (10.00 am – 3.00 pm)

Name (first and last): \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Crafts to be sold (Handmade only):

\_\_\_\_\_

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Website or Social media profile (required for advertising purposes):

\_\_\_\_\_

Do you require electrical access for your table-there are limited spots available- (yes or no)?

\_\_\_\_\_

Payment Option chosen (please check):

\_\_\_ \$60.00 includes table (payments received before Sep30, 2023)

\_\_\_ \$40.00 includes table **but** donation required (payments received before Sep30, 2023)

\_\_\_ \$70.00 includes table (payments received after October 1st, 2023)

\_\_\_ \$50.00 includes table **but** donation is required (payments received before October 1st, 2023)

**\*\*Cheques made payable \*\* St Charles Catholic School**

Payment type (please check) \_\_\_ Cheque #\_\_\_

Completed application form and payment must be made as soon as possible to reserve your spot.

I hereby apply to be a vendor at the St Charles Catholic School, Christmas Market 2023, November 25, 2023 (10.00 am – 3.00 pm). I have read the rules, fully understand them, and agree to abide by them.

\_\_\_\_\_

Applicant's Signature

Date

**LIABILITY RELEASE & INDEMNITY FORM**

The undersigned has asked to be allowed to participate in the St Charles Catholic School Christmas Market 2023 on November 25, 2023 (10.00 am – 3.00 pm).

The undersigned agrees and acknowledges that in consideration for being permitted by the ST.CHARLES CATHOLIC SCHOOL to participate in the “St Charles Catholic School Christmas Market 2023” , the undersigned does hereby release and discharge the ST.CHARLES CATHOLIC SCHOOL from all and every cause of action claim or demand of any kind the undersigned may have as a result of any damage, injury or death which may, arise or occurs due to the participation of the undersigned in the “St Charles Catholic School Christmas Market 2023”.

The undersigned further agrees to indemnify and save harmless the ST.CHARLES CATHOLIC SCHOOL from and against all claims, actions or proceeding arising from loss, injury or, damages, by any person, firm or corporation, or by any person whomsoever (including the undersigned, and his or her heirs, successors and assigns or any member, employee, agent, licensee, invitee or third party whether claiming through or under the undersigned or otherwise) howsoever caused, including by reason of, resulting from, or in any way incidental to the undersigned participating in the “St Charles Catholic School Christmas Market 2023 on November 25, from 10.00 AM -3.00 PM.

I am 18 years of age and older, have read this form, fully understand its terms and sign it freely and voluntarily.

DATED at The City of Winnipeg, in Manitoba, this..... day of..... ,2023

WITNESS

SIGNATURE

PRINT NAME

ADDRESS: