



Christmas in November – Arts & Crafts Sale Vendor Information & Guidelines

Please retain this information for future reference.

General Information

- Event Date & time: November 20, 2021 @ 9:00 am-3:00 pm
- Table Rental Info: In-person registration is preferred. Payment is due at the time of registration. We accept cash, cheque, or debit/credit. A table layout will be available to view upon registration.
 - **Members:** Table rentals begin *October 4* and are **\$25/table**.
 - **Non-Members:** Table rentals begin *October 11* and are **\$50/table**.
 - The deadline for both is *October 31*

(Please note our office hours are Monday – Friday, 8:30 am – 4:00 pm.)
- On the day of the event, doors are open at **7:00 am** for vendors only. All tables are to be set-up by **8:30 am**. An alternate set-up opportunity will be provided on **November 19th at 3:00 pm – 7:00 pm**. Please cover your table if you are setting it up the day before.
- Limited number of peg/display boards will be available for **\$5 each (one board per vendor)**. No other furniture can be brought in for display purposes unless it fits on top of table or behind. Displays must stay within the table boundaries.
- All items must be 100% new and handcrafted; no commercial products are allowed.
- We cannot guarantee that there will not be vendors selling the same or similar products.
- Vendors are required to provide their own table coverings (which should reach the floor). Boxes and packing material should be stored under the tables. Safety demands that the floor area in front of the table be kept clear for customer access.
- Vendors must accept responsibility for the safety and security of their items.
- Evaluation forms will be distributed to you at the beginning of the day and collected at the end of the event. Your comments and suggestions are important to us.
- For your convenience, our **café** will be open from **7:00 am – 3:00 pm**. You are also welcome to bring snacks and/or lunch.

North Edmonton Seniors Association

7524 139 Ave, Edmonton, AB T5C 3H7

Phone: (780) 496-6969 Email: info@nesa1.ca

- Refunds will only be granted if the event is canceled by NESAs or if we can replace you with another vendor off of the waitlist. If you have to cancel, please let us know at your earliest convenience.

COVID Protocols and Guidelines

- All patrons including but not limited to volunteers, staff, vendors, and attendees are required to:
 - **Present proof of vaccination.** Vendors will be required to present proof upon table registration, and attendees will be required to show it upon entering the event.
 - **Wear a mask** at all times, inside the facility.
 - Practice proper and frequent **hand-washing and/or hand sanitizing** before entering the event space.
 - Conduct a **self-screening** on the day of the event: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx> before coming to the event. If you have any symptoms, please stay home.
- Tables will be spaced for physical distancing for vendors and attendees.
- Please encourage customers to limit the handling of products; ask customers to point out items. If customers must handle the product, please have them sanitize their hands.
- Remind customers to socially distance themselves while checking out your table.
- Please limit to **no more than 2 attendants per table** to allow social distancing.

It is everyone's responsibility to ensure a safe and successful event! Thank you for your support and cooperation.



For Office Use Only
Date processed: _____
RECPT #: _____
Please attach copy of receipt

Christmas in November - Arts & Crafts Sale
Vendor Rental Application Form
Please submit form with payment upon registration

Member (\$25/table) Non-Member (\$50/table)

FIRST AND LAST NAME: _____

MAILING ADDRESS: _____

POSTAL CODE: _____ PHONE NUMBER: _____

Of TABLES REQUESTED: _____ (maximum 3) TABLE NUMBER(S): _____
(For Office Use Only)

PEG BOARDS: YES NO (\$5 charge per board)
POWER SOURCE IS NECESSARY AND SO REQUESTED: YES NO

PLEASE PROVIDE A BRIEF DESCRIPTION OF CRAFT ITEMS YOU WILL BE SELLING (All items must be 100% new and handcrafted; no commercial products are permitted):

WAIVER

I agree that I have read and will adhere to the Vendor Guidelines.

I will not hold the North Edmonton Seniors Association or any individual working with the Arts & Craft Sale responsible for personal injury, damage to property, losses or theft I may incur as a result of my participation in this event.

Date: _____

Name (please print) _____

Signature: _____