

FLIN FLON ARTS COUNCIL ANNUAL CHRISTMAS ARTS & CRAFTS SALE POLICIES

1. THE FLIN FLON ARTS COUNCIL WILL CHARGE a \$10.00 per table, **non-refundable** registration fee. This fee is to be submitted with your registration form (this will enable us to reserve your spot. **Four Three-table stations will be available to reserve on a first-come-first-serve basis otherwise vendors can book a maximum of two (2) tables for the sale.**
2. The Arts Council is entitled to a 10% commission on all items sold at the sale. **The commission is due immediately after the sale unless other provisions have been made.**
3. All items at the sale must be for sale and not solely for display purposes.
4. Registration forms with any special requests (pegboards, outlets, favourite spot on the floor plan, etc.) will be handled on a first come first serve basis. If your request cannot be met, I shall do my best to get in touch with you and make alternative plans.
5. Participants are responsible for providing their own tape, scissors, pegs, pins, extension cords, table cloths and skirting etc.
6. No smoking is permitted in the building
7. No selling before the designated starting time of the sale.
8. No selling of food will be allowed in the Main Hall **WITH THE EXCEPTION OF: Specialty items as hand-made candies/chocolates and gingerbread creations that are wrapped for gift-giving. NO INDIVIDUAL UNWRAPPED FOOD ITEMS WILL BE ALLOWED ON THE MAIN FLOOR (ie. Loaves, cookies, cakes, buns, etc.).** If your booth has food items not allowed on the main floor, please advise us on the application form. A room will be assigned for selling food.
9. All participants will be given name tags. Volunteers will be "manning" the doors, especially just before the public is allowed in. By wearing the name tags there will be no questioning at the door as you bring your items into the hall. Please indicate the number of tags you will need on the registration form. Remember to request tags for persons helping you.
10. The Hall will be open at 8:00 on the day of the sale. If you are from out-of-town, please plan accordingly. You may set up Friday evening between **2:00 – 6:00pm**. The doors to the auditorium will be locked at 9pm. The Arts Council does not take responsibility for items lost or stolen between 6pm and 8am the following morning. **All craft items must be in the hall by 9:00am on Saturday morning. We will lock the doors at 9:00am to discourage shoppers from "sneaking in" before the show opens at 10:00am.**
11. **IF YOU HAVE NOT CLAIMED YOUR TABLE BY 9:00 AM, WE RESERVE THE RIGHT TO GIVE THE TABLE TO SOMEONE ELSE.**
12. **All items MUST be hand-made/hand crafted. Store-bought items WILL NOT be accepted.**
13. The Arts Council reserves the right to deny entrance to any participant who, in past sale(s) did not show up or did not pay their commission expeditiously.
14. You MUST have a table on the main floor to have a table in the room assigned for selling food.

**FLIN FLON ARTS COUNCIL 2022 ARTS & CRAFT SALE
REGISTRATION INFORMATION FORM**

DATE: Saturday, November 5, 2022
TIME: 8:00 am – 9:00 am (set up) 10:00 am – 4:00 pm (open to the public)
(You also have the option to set-up your station on Friday November 4th between 2:00 – 6pm)
PLACE: R.H.Channing Auditorium, Flin Flon Community Hall

Name of Artist/Organization: _____

Contact Person: _____ Email: _____

Address: _____

City/Town: _____ Postal Code: _____

Telephone #: _____ (home) _____ (cell)

EMAIL ADDRESS: _____

Number of Participant Security Tags Required: _____ If possible, please list names as they should appear on the Security Tags (please print legibly).

MAIN FLOOR Number of tables required _____ (NOTE: **MAXIMUM of 2 per person/organization**)

Please indicate if outlets, pegboards or back boards are required. (NOTE: There are a very limited number of pegboards/backboards that will be distributed on a first come – first served basis. If you are able to get a pegboard/backboard, you must provide the hooks/pins.) Please also indicate if you would like to have a specific space – *we will TRY to accommodate you.*

Please give a brief description of the type of articles for sale:

Would you be willing to donate a prize for the draw following the Arts & Crafts Sale (draw to be made at 3:30 pm)? If so, please describe what you will be donating. _____

If you are donating an item, volunteers from the Arts Council will pick up the article at your table on Saturday morning.

PLEASE RETURN THIS FORM ALONG WITH YOUR REGISTRATION FEE (\$10.00/table, maximum number of tables per person/organization is two) TO:

**Flin Flon Arts Council
Box 933
FLIN FLON, MB
R8A 1N7**

OFFICE USE ONLY

Date: _____

Table #: _____

Cheque/Cash _____

Receipt # _____