



Welcome to the first annual Last Chance Christmas Craft Fair!

Imagine this: You have had all winter to plan for the holiday season, but here you are now just two weeks out – still hunting for the perfect gifts! Thanks to our outstanding fleet of more than 40 vendors and services, you can wow that special someone on your list with hand-crafted crafts, apparel, recipes, and much more.

Our committee is organizing what is bound to be a fun event filled with laughs, live music from Holland College students, great products, and a terrific atmosphere of holiday spirit!

We will be featuring a silent auction in support of local food banks, and the Holland Hurricanes Women's Hockey team will be running a festive-themed canteen for attendees and vendors alike!

We can't wait to welcome you to the Holland College Centre for Community Engagement!

- Friday December 13th (4:00 – 8:00 PM)
- Saturday December 14th (10:00 AM – 4:00 PM)

For more information, please feel free to contact me at any time:

Mikeal Thomas
Athletics and Events Coordination Officer
Holland College
902-439-6992
mjthomas@hollandcollege.com

Last Chance Christmas Craft Fair Organizing Committee

Mikeal Thomas – Event Coordinator

Vicki Weldin – Vendor Relations and Planning Consultant

Lynn Carr – Vendor Support and Internal Relations

Last Chance Christmas Craft Fair Policies and Guidelines

As a vendor at the Last Chance Christmas Craft Fair, we appreciate your attention to the terms outlined below. All policies and guidelines are in place to benefit our guests and vendors!

Booth Sizes

- Regular (9' x 9' area, includes one 6' x 30" table)
- Large (9' x 14' area, includes two 6' x 30" tables in preferred location)

Vendor and Entrance Fees

- Regular vendor: \$50.00 + HST*
- Large vendor: \$75.00 + HST*
- Specialty vendor of different size: Please contact
- Entrance Fees: \$2.00 + non-perishable donation to local food bank

*Non-refundable

Vendors will receive three (3) ID tags for entry. Additional guests are required to pay admission upon entry.

Payments can be made with: cash, cheque, e-transfer, debit, credit. Please select an option on the registration form below.

Booth Electricity and Services

During the registration process, please notify us if you will require power to your booth. Organizers will ensure there is power within 10' of your booth location. Vendors are responsible to have their own extension cords within this distance. For special requests, please contact Mikeal Thomas at 902-439-6992 or by email at mjthomas@hollandcollege.com

Booth Setup and Expectations

- Vendors are expected to maintain an appropriate level of organization at their booth, which includes keeping all items within their allotted space.
- Please refrain from blocking walkways and exits at all times. Product should be kept within the allotted space.
- Vendors are welcome to enter the facility after 12:00 PM on Friday December 13th and must remain set up for the entire duration of the fair. Any requests to vacate the site early must be discussed in advance. Booths must be cleared from the facility by 10:00 PM on December 14th.
- If there are customers meeting you at the Craft Fair to pick up a previously purchased item, you must meet them at the entrance, or they will be required to pay the entry fee to reach your booth.

Other Notes and Policies

- Only one vendor business per booth.
- Booths will be reserved on a first-come first-served basis. As availability lessens, vendor type will be considered in the approval process. Ex: knits, woods, paintings, foods, Arbonne/Scentsy/Avon reps, etc.
- Silent auction and raffle prizes on-site to benefit local food banks. Product donations for auction and raffle are greatly appreciated.
- Canteen on-site in support of the Holland Hurricanes women's hockey team.

For more information, or to reserve your space today, please complete the registration form below or contact:

Mikeal Thomas
Athletics and Events Coordination Officer
Holland College
902-439-6992
mjthomas@hollandcollege.com



Vendor Registration

Your Name:

Business Name:

Cell Phone Number:

Email:

Booth Selection and Requests

Product Description:

Note: All food related products and licenses are the responsibility of the vendor. The unlicensed sale of food and beverages is illegal, and thus not permitted at the Last Chance Christmas Craft Fair.

Booth size (highlight/circle one): **Regular** **Large** **Other**

Location request (if applicable):

Near entry Middle Near Canteen Other: _____

Power required? (highlight/circle one) Yes No

Payment Type (highlight/circle one):

Cash E-Transfer Credit Debit Cheque

Please do not send payment until a member of our organizing committee contacts you to reserve a space.

Please return the completed form via email to mjthomas@hollandcollege.com or you can drop it off to the Centre for Community Engagement, 323 Grafton Street, daily from 9:00AM - 5:00 PM.

For any other questions or requests, please contact Mikeal at 902-439-6992 or at the email listed above.