

Craig Street Cats 2023 Winter Craft Show Information

Event Details:

Craig Street Cats Winter Craft Show
December 3, 2023
11:00 a.m. to 4:00 p.m.
Hilton Airport Suites
1800 Wellington Avenue (at Berry)
Contact: Lynne Scott, Executive Director: craftshow@craigstcats.ca

Admission: \$2.00 or donation of cat food

ABOUT CRAIG STREET CATS

Craig Street Cats (CSC) is a non-profit, feral cat management program working with Winnipeg's community cats. We are proud to be actively working to humanely reduce the free-roaming cat population in this city and advocating for change to make that happen. Craig Street Cats is the largest cat-specific animal welfare organization in Winnipeg. More information at: <http://www.craigstcats.ca>

CSC at the Winter Craft Show:

The show is one of our major fundraisers. Show highlights include:

1. A bake sale table and raffle table with baskets of products donated from crafters/vendors.
2. A Fundraising booth featuring handmade items donated by volunteers and CSC products.
3. A Booth hosted by Lynne Scott, Founder and Executive Director sharing information about volunteering, fostering, adoption and fundraising events.
4. Cat ambassadors will be present, please note in case of allergies.

Regarding COVID19:

We are following current public health guidelines. Accordingly, masks are strongly recommended, but not mandatory. We will continue to monitor recommended best practices and make amendments if necessary.

Guidelines:

1. Late (day-of show) additions or changes to application will not be accepted.
2. Tables are 8' x 30" with two chairs. White table cloths are provided. You may replace this with your own table covering, if you choose.
3. Booths are 10' x 10' with 2 tables and 2 chairs. White table cloths are provided. You may use your own table covering if you choose. You may use extra racks or tables as long as they are contained within your allotted space.
4. Wall tables are prioritized for those requesting electrical access with application. Cords must be CSA approved. Cords may not cross, or block walkways or fire exits and not present a tripping hazard.
5. Extra display units must be placed behind the table. You can rent limited extra space in front of your table but your table must be moved back so the displays do not encroach on aisle spaces.
6. Do not affix, tack or mount items to the walls.
7. No open flames, fragrances, aerosolized fragrances or substances, essential oil diffusers, or solvents.
8. No symbols or sayings that are racist, sexist, demeaning, or otherwise derogatory will be permitted.

Day of Sale Information:

1. Doors open for set up starting 9:00 a.m. If you do not arrive before 10:00 a.m. your table will be given to someone on the waiting list and your fee will be donated to CSC. All set up must be completed prior to opening (11:00 a.m.).
2. Secure extra items under your table to ensure a tidy look and minimize a tripping hazard.
3. Respect taped-off areas. Space is left empty to meet fire regulations.
4. Ensure all/any displays are secured and stable – nothing must be affixed to the walls.
5. Complementary WIFI and ATM are available on site.
6. Water station, coffee/tea service and coat check are available at no cost.
7. Vendors have the option to pre-purchase lunch via pre-order day-of sale.

Raffle Donation:

1. All crafters/vendors are required to donate an item to the raffle from their products. Approximate value of \$15.00.
2. Coupons or gift certificates may be added *in addition* to material products.
3. Please have your raffle donation ready for volunteers to pick up starting at 9:30 a.m.

End of Day:

1. All crafters and vendors **must** remain fully set up until 4:00 p.m. (no early packing).

Unloading and Parking:

1. Unload your vehicle at back entrance or the rear loading dock doors. The loading dock has no ramp – you must unload from ground up to the floor level (2-3') at the dock door. Double doors open to inside the display room.
2. Do not unload at the front door as this is for guests of the hotel.
3. After you finish unloading you **must** move your vehicle to the back of the parking to ensure parking for customers.
4. Volunteers will be available to help you load and unload, carry items to your table space, or watch your item while you move your vehicle.
5. There are some luggage carts available.

Please remember that this is a curated show. The number of vendors offering the same type of products is limited to make sure that we all have a good day. Baking is a CSC fundraiser, and is not allowed at other tables. No new MLM applications will be accepted, for any reason. New applications must be for handmade goods or goods produced from original artwork (eg: calendar printed from original art or photographs).

To complete your Application:**Payment:**

Due with Application (Include Full Name and Business Name)

1. Cheques may be post dated to Oct. 31
2. Cash or credit at the Adoption Centre, 16-1421 St. James St.
3. E-transfer – must be clearly marked as craft show payments at craftshow@craigstcats.ca

Fees:

\$50.00	Crafter Table 8' x 30" (1 table + 2 chairs)
\$60.00	MLM Table – by invite only
\$120.00	Booth 10' x 10' (2 tables + 2 chairs)
\$5.00	Electrical Access (wall position, bring own CSA approved cord)
\$5.00	Extra Display Unit (in front of your table, not supplied)

Refunds offered for cancellation prior to November 15th. In the event of show cancellation all vendors will be offered a full refund.

Description of Goods:

1. List all types of items that you plan to sell on your table. Any item types not listed will not be allowed and you will be asked to remove them.
2. Your application may be accepted based on some, but not all of your wares. We do allow vendors who sell similar, but not identical items. Final decision will be made by the organizer.
3. Please state if items are not handmade by you.
4. Include 4-6 photos (digital format) with the application. Photos must be shareable/downloadable and will be used in the selection process of crafters as well as promotions.

Special Requests: For example: certain placement, allergies, mobility issues

Craig Street Cats Winter Craft Show Application Form

Application Sent By:

- Email – craftshow@craigstcats.ca
- Mail – Craig Street Cats Adoption Centre, #16-1421 St. James Street, Winnipeg, MB, R3H 0Y9
- Drop off – Craig Street Cats Adoption Centre, #16-1421 St. James Street, Winnipeg

Payment Sent By:

- cheque can be post dated to Oct. 31
- cash or credit card (at Craig Street Cats Adoption Centre)
- e-transfer to craftshow@craigstcats.ca

Name: _____ Business Name: _____

Email: _____ Phone: _____

Website URL: _____

- Photos Attached
- Photos will be sent later

Table Type	Fee	Quantity	Total Fees
Crafter Table – 8' x 30"	\$50		
MLM Table (by invite only) – 8' x30"	\$60		
Booth – 10' x 10' (two 8' x 30" tables)	\$120		
Electrical Access	\$5		
Extra Display Unit – each (in front of table)	\$5		
		Total	

Description of Goods:

Special Requests:

Acknowledgement and Waiver/Release:

1. By signing, you give permission for Craig Street Cats staff and/or craft show volunteers to use photos you provided and take photos of your products/table at the show for promotional purposes.
2. I have read the entire application package and accept the terms and guidelines of the application and event
3. I understand that failure to complete the application will result in my application being refused.
4. I understand that my application may be approved for only some of my goods and products, and not others.
5. I will adhere to all health and safety guidelines in place at the event.
6. I understand and agree to all deadlines, including set up and tear down times on the day of the event.
7. CSC and show personnel are not responsible for issues related to venue, hotel parking lot, entry ways, staff, food services, or venue infrastructure.

I hereby release Craig Street Cats (CSC), Lynne Scott (Executive Director) and show volunteers from any loss, theft, damage, or injury incurred to my products, displays, belongings, vehicle, or person at the Craig Street Cats Annual Winter Craft Show on December 3, 2023 at the Hilton Suites, Winnipeg, MB.

Date: _____ Signature: _____