

## REVISED: November late application

**ALL NEW APPLICATIONS AND PAYMENTS MUST NOW BE DROPPED OFF TO 1421 ST. JAMES STREET OR EMAILED/ETRANSFERRED. DO NOT MAIL YOUR APPLICATION.**

**Dear Crafter/Vendor,**

Thank-you for your interest.

*Please read the entire application package. The volume of email is high and we are receiving large digital files. Please make sure you have completed the application **in full**.*

### EVENT DETAILS:

Craig Street Cats Winter Craft Show

December 04, 2022

11:00 am - 4:00 pm

*set up: 9-11 am, tear down 4-5 pm*

**LOCATION:** Hilton Airport Suites  
1800 Wellington Avenue (@ Berry)  
*\*rear entrance doors\**

**Contact/Organizer: Lynne Scott:** [cats@craigstcats.ca](mailto:cats@craigstcats.ca)

### 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. CSC is the largest cat-specific animal welfare organization in Winnipeg.

More into at: <http://www.craigstcats.ca>

This has been one of our major fundraisers over the years and we are hopeful that we can return to enthusiastic attendance and support. We are thrilled to be in a **new venue!** The new space presents new opportunities, but also new challenges--please note changes to table spaces and options.

## COVID POLICY:

- we have no way of predicting what will happen once autumn arrives and we are all back inside with heating systems on
- we don't have control over provincial health measures and cannot make assurances about how that may impact the show and your participation
- sudden changes to health orders could force us to make major changes to capacity limits or cancel with little notice
- we recognize that this would be very stressful after months of preparation—this would be stressful for CSC as we depend entirely upon fundraising dollars to keep our doors open
- we are doing our best to put options in place for adapting and proceeding with the sale
- The Hilton has some experience with public health measures, as they have been an isolation/ testing facility for travellers to/from Nunavut. Their friendly staff are assisting in set-up to make the space as safe as possible. They've suggested a table arrangement that optimizes table numbers while providing space between crafters and in the room in general. We also have additional rooms booked, so we may have crafters in more than one space alongside our raffle and bake sale areas.
- we are doing our best to create an event that is **successful and safe.**

### To that end, we have implemented a few rules:

1.) **Masks will be mandatory for all crafters, volunteers, and attendees. NO exceptions.**

2.) Executive Director Lynne Scott and the Board have decided that **ALL crafters and volunteers must be fully vaccinated in order to participate.** (We will be sharing the space all day long. Many of the event volunteers will be CSC volunteers, and we can't afford any more losses to our personnel.) **Proof of vaccination** can be a photo of both sides of your vaccination card. This can be emailed separately with your application, or you may bring this proof into CSC to show to Lynne. We appreciate your cooperation. **There are no exceptions to these rules.** We want to be clear in advance about our expectations.

3.) Proof of vaccination from last year's applications have NOT been retained, in keeping with legislation about personal health information. (*These were deleted or destroyed.*)

## **PAYMENT:**

- Payment methods: cheque, cash or credit at the Adoption Centre, 1421 St. James Street OR e-transfer.

- Etransfers must be **clearly marked** as craft show payments to avoid confusion with donations. [cats@craigstcats.ca](mailto:cats@craigstcats.ca)

- Please make sure you give your full name and business name when sending/making payment.
- Please contact Lynne Scott, Executive Director, at 204-421-1919 for further information or questions about payments.
- **Payment is due with application**--applications WILL NOT be considered for approval without payment--no exceptions! Payment secures your spot.

## **INSTRUCTIONS FOR YOUR APPLICATION:**

- **Keep pages 1-6** for your reference, and **send application portion completed with your payment.**
- **Fill out the application form in full.**
- **EMAIL 4-6 images** of your work--photos will be used to curate applications as well as to promote the show. Please select photos of your work that reflect what you intend to sell. Email to Nikki @ [CSCcraftshow2022@gmail.com](mailto:CSCcraftshow2022@gmail.com)
- Returning crafters from 2021 are assured a spot, but still **must complete the application** and are **still subject to curation**--your goods may have changed since the last application and all the terms and guidelines still apply to you.
- We cannot accept applications for baking.
- All applications will be **curated** carefully to provide the best and most diverse selection to our customers, *without duplication*--regardless of past participation.
- You may be approved for only some of your goods but not others, to avoid such duplication. Priority will be given to vendors who specialize in only that kind of product.
- If you aren't selected, your cheque will be securely destroyed/etransfer refunded.
- **Withdrawals can be made (with refund) until November 15.** If you need to withdraw after this date, your registration fee will be donated to CSC.
- If you have any special requests regarding placement, please include this on your application. *For example,* if you have allergies. **We cannot accommodate changes the day of the event.**
- Crafters will be able to order a choice of lunch options from the hotel services.
- More information to follow. Price ~\$20.
- **NOT ACCEPTING:** polar fleece goods, gnomes, greeting cards, leather work, jewellery, quilting, dried flowers, dog -related goods, baking, Raku pottery

## **FEES for 2022**

<b>Table type/addition</b>	<b>Fee</b>
Table--crafters -8' x 30"	\$50 each
Table--MLM <b>by invite</b>	\$60
Booth / Corner spot cw 2 tables -8' each -some extra room for racks or display  *no curtains*	\$120
Electrical access -very limited -wall positioning only -bring your own CSA approved cord	\$5
Extra display units (yours) - <i>maximum 2 per table</i> - <i>this applies to units that will be in front of your table</i>	\$5 per

### **GUIDELINES AND RULES:**

- Tables space are 8' x 30", either in the center bank of tables, or against the walls.
- Two (2) chairs will be provided per booking.
- Wall tables are prioritized for those paying for **electrical access**.
- Space is limited**--extra display units that cannot be placed behind tables will be subject to extra charge of \$5 per unit--**these must be paid for and indicated in advance. See above.**

**-Nothing can be affixed, tacked, or mounted to the walls.**

-If you require extra room, please rent two tables side-by-side. Extra tables must be requested and paid for in advance at the time of application-- **no day-of additions or changes are possible.**

**-Electrical** -- access to an electrical outlet will be given upon request, at the time of application, for an added fee of \$5. These spaces are limited. Please bring your own extension cords. These must be CSA-approved and in safe working condition (no splits, cracks, exposed wires). Cords may not cross or block walkways or fire exits and must not be a tripping hazard for guests or staff.

-No open flame larger than tealight--candles must be secured inside of a fireproof vessel and away from table edges.

-No lit incense or smudges.

-No aerosolized fragrances or substances (atomized is permitted).

-No essential oil diffusers, as cats will be present at the event

-No solvents.

-If you typically give testers or samples, please ensure these are single-use only

-We suggest that you sanitize any high-touch surfaces between customers. We will not supply sanitizing products or materials.

-Goods with symbols or sayings that are racist, sexist, demeaning, or otherwise derogatory will not be permitted--this is a family event.

**DAY-OF INFORMATION:**

**-Set up is 9 am - 11am. All set up must be done by opening time.**

-NO admission for set up prior to 9 am. Staff must ensure the tables are numbered and arranged correctly. NO exceptions.

-White skirting is provided for all tables--you may bring your own tablecloth if you prefer.

- If you fail to arrive by 10:00 am, your table will be given to someone on the waiting list and your table fee will be donated to CSC.

-Secure extra items under your table to ensure a tidy look to the craft show and minimize tripping hazards

-Respect any taped-off areas. Space has been left empty intentionally to meet fire regulations and COVID guidelines. We must ensure these areas remain open at all times.

-If you requested and paid for access to an electrical outlet, please bring your CSA approved extension cord in good working condition.

-Unload your vehicle at the **rear** loading dock doors. The other doors **MUST** be left open for guests of the hotel. There is no ramp—you must unload from ground up to the floor level (~2-3 feet) at the dock door.

-Ensure any/all displays are secured and stable--nothing may be affixed to the walls.

-We encourage fair and accurate market pricing for all goods, and strongly discourage undercutting.

- WIFI and an ATM on site.
- Water station, coffee/tea service, and coat check will be available.
- Vendors will have a lunch option, by pre-order. Info to follow.

**\*Sale Time** -- The sale runs from **11 am to 4 pm.**

- Admission is paid or a donation of cat food.

**CSC at the craft show** -- We host a raffle table with baskets made up of product donations from crafters/ vendors. Your material donation will be collected at set up time.

- we have a bake sale table
- we have a fundraising/info booth with items volunteers have made and CSC products. Lynne Scott (Founder/Exec Director) will be there with information regarding volunteering, fostering, adoption, and fundraising.
- there will be some cat ambassadors present--please note that in case of allergies

**Parking** -- Please use the area at the rear of the building to load/unload your vehicle. There is a loading dock with double doors that open directly into the main room.

- Move your vehicle as soon as you are done unloading, to the ample free parking spaces further away from the hotel, to leave accessible spaces for customers.
- Volunteers will be available to help you load and unload, carry items to your table space, or watch your items while you move your car. Please utilize the volunteers during the morning rush to set up.
- The hotel has said they can provide some luggage carts.

**Raffle Donation** -- **ALL** crafters/vendors are required to make a donation to the raffle from their products. An approximate \$12 value is requested. Coupons or gift certificates may be added IN ADDITION TO material products.

- Upon arrival at your table, please have your raffle donation **ready** for a volunteer to collect. We must collect from all the crafters in a timely manner to prepare the raffle baskets.
- we will be running on limited volunteers--we depend on team work.

**Tear Down** -- starts **at, not before, 4 pm**, after the sale officially ends.

- ALL crafters and vendors tables must remain fully set up until 4pm.
- If you choose to pack up early, it will be noted and you will not be invited back. Packing up early negatively affects the atmosphere of the craft show and directly impacts those around you. We work hard to create a professional and successful event. Please take this into consideration.

**Send in your complete application (pages 7+) to:**

CSC Craft Show

*\*drop off to:* CSC Adoption Centre

16-1421 St. James Street Winnipeg, MB R3H 0Y9

OR complete digitally and email to [cats@craigstcats.ca](mailto:cats@craigstcats.ca) WITH your photos and proof of vaccination.

**APPLICATION FORM** *(please print clearly!)*

Name : \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Link to Website or online store: \_\_\_\_\_

Table type/addition	Fee	Quantity	Total
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Electrical access -very limited -wall positioning only -bring your own CSA approved cord	\$5		
Extra display units ( <i>yours</i> ) - <b>maximum 2 per table</b> -this applies to units that will be <u>in front</u> of your table	\$5 per unit		

**TOTAL =** \_\_\_\_\_



-you may exchange your cheque with an e-transfer or Paypal payment. There is an additional fee of \$ 5 to cover PayPal transactions.

-**etransfer** is to [cats@craigstcats.ca](mailto:cats@craigstcats.ca) please indicate the transfer is for your craft show application

-cash and debit payment may be made in person at the adoption centre

## **Describe your crafts, art, or product(s):**

- List **all** the types of items that you would be selling on your table. Be specific.  
- **Items not listed below and pre-juried will not be allowed. You will be asked to remove them from your table.**

\*The more detail you describe, the less chance of someone else having something similar. Please feel free to use more than the space provided below, if necessary.

-**You may be accepted on the basis of some, but not all, of your wares.** We do allow vendors who may sell similar, but not the same, items--e.g. one person who crochets baby hats vs. another who crochets toys. The decision made by the organizer is final. **Past craft sale approvals are no guarantee that you can sell all the items that you did "last time". The organizer's decision is final.**

-Please state if the items are NOT handmade by you *e.g.*, if you are selling items made by a collective/cooperative or for a business partner not in attendance.

-Please include **photos** in this application. These photos must be shareable/downloadable, and will be used in the selection process of crafters as well as for promotions. **This may mean the difference between being selected or not.**

\*ALL PHOTOS MUST BE IN A **DIGITAL FORMAT** TO BE CONSIDERED "SHAREABLE".

-**We want to provide a diverse shopping experience AND to have a fair marketplace for all vendors--please respect decisions made by the organizer.**

-questions and comments should be directed to the above email NOT the CSC main adoption centre or posted to the Event page on Facebook

-The last 2 years have seen some very inappropriate behaviour on social media--WE HAVE A ZERO TOLERANCE FOR BULLYING.

**DESCRIPTION OF GOODS:** *(type, medium, ingredients, sourcing, method of manufacture, maker info, history, purpose, etc..)*

**SPECIAL REQUEST(S):** *e.g. certain placement, allergies, mobility issues*

**MEDIA CONSENT:**

By signing below, you give permission for Craig Street Cats staff and/or craft show volunteers to use photos you provide for advertising purposes, and to take photos of your products/ table at the show for promotional purposes.

**These photos will be shared online, including on social media.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT AND WAIVER/RELEASE:**

**(initial)**

\_\_\_\_\_ I have read the entire application package and accept the terms and guidelines of the application and event.

\_\_\_\_\_ I have included payment by cheque or sent etransfer.

\_\_\_\_\_ I understand that failure to complete the application will result in my application being refused.

\_\_\_\_\_ I understand that my application may be approved for only some of my goods and products, and not others.

\_\_\_\_\_ I will adhere to all health and safety guidelines in place at the event.

\_\_\_\_\_ I accept that decisions made in previous craft sales may not apply to this year's.

\_\_\_\_\_ I understand and agree to all deadlines, including set up and tear down times on the day of the event.

I hereby and forever release Craig Street Cats (CSC), Lynne Scott (Executive Director), Nikki Tresoor (organizer), and show volunteers from any loss, theft, damage, or injury incurred to my property (products, displays, belongings, vehicle) or person at the above event, Craig Street Cats Annual Winter Craft Show on December 4, 2022 at the Hilton Airport Suites in Winnipeg, Manitoba.

CSC and show personnel are not responsible for issues related to venue—hotel parking lot, entry ways, staff, food services, or venue infrastructure.

Date: *(month, day, year)* \_\_\_\_\_

Signature: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_