

2018 VARSITY CHRISTMAS CRAFT SALE

VENDOR INFORMATION

The Varsity Community Association is looking for CREATIVE and INNOVATIVE artisans and home crafters. The focus of this Christmas Sale is handcrafted gifts, artwork, toys, leather work, small sculptures, photography, books, jewelry, sewing, knitwear and seasonal home décor.

DATES/TIMES - FRI. NOV. 9 SALE 3:00 – 8:00pm VENDOR SET UP 1:00 – 3:00pm Not before 1:00pm
SAT. NOV. 10 SALE 10:00 – 3:00pm VENDOR TAKE DOWN 3:00 – 3:45pm Not before 2:30pm

COST - \$60.00 8 Ft table & 2 chairs
\$40.00 4 Ft table & 2 chairs

LOCATION – Varsity Community Association (VCA) 4303 Varsity Dr. NW Calgary, AB T3A 0Z7

SPECIAL FEATURES – New Coffee Bar, Baba’s Ukrainian Food (perogies and cabbage rolls), VCA Toonies for Turkeys, Varsity Out of School Care – Cochrane Humane Society, Girl Guide Cookies
- The VCA will provide vendors with coffee, tea, water and Timbits in the Vienna Room

RESTRICTIONS – no food items, commercial, home base business, or political groups accepted

APPLICATION SUBMISSION – Payment will be arranged upon approval

1. Please complete application and submit via
 - A. Email vcapros@telus.net
 - B. Mail to the VCA 4303 Varsity Dr. NW Calgary, AB. T3A 0Z7
 - C. In person main office hours 9:00am – 4:30pm

CANCELLATION POLICY – Prior to Oct. 10/18 a refund less the \$20.00 admin fee will be issued.
After Oct. 11/18 no refunds will be issued.

IMPORTANT INFORMATION

1. Vendors must provide own table cloth/covers, extension cords, and display racks
2. Vendors must be present for the entire sale, NO one day option is available
3. Vendors must have enough merchandise for both sale days
4. To allow proper viewing, displays may be NO higher or wider than 6 Ft
5. Please note on application if extra space is needed for floor rack, additional charges may apply and space is very limited
6. After unloading vehicles please park on the street to allow for customer parking
7. Unloading may be done on the south side of the building but vehicles must be moved prior to the start of the sale due to fire regulations.
8. We recommend that all vendors self promote their attendance at this event via websites, facebook, twitter

For additional information please email vcapros@telus.net or call 403-288-9001 ext 14

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VENDOR APPLICATION

- Submit applications to:** 1. email - vcapros@telus.net
2. Mail - Varsity Community Association 4303 Varsity Dr. NW. Calgary, AB T3A 0Z7
3. In person – main office hours Mon. – Fri. 9:00am – 4:30pm 403-288-9001 ext 14
4. PAYMENT WILL BE ARRANGED UPON APPROVAL

DATE/TIME- Fri. Nov. 9 SALE 3:00 – 8:00pm VENDOR SET UP 1:00 – 3:00pm Not before 1:00pm
Sat. Nov. 10 SALE 10:00am 0 3:00pm VENDOR TAKE DOWN 3:00 – 3:45pm Not before 2:30pm

APPLICATION DATE - _____

NAME - _____ PHONE (c) _____ (h) _____

EMAIL ADDRESS - _____

ADDRESS - _____

CITY- _____ PROVINCE _____ POSTAL CODE - _____

CRAFT ITEM DESCRIPTION - _____

Please note no food items, commercial, home base business, or political groups will be accepted at this sale.

TABLE SIZE	# REQUESTED	COST
8 Ft Table & 2 Chairs (\$60.00)	_____	_____
4 Ft Table & 2 Chairs (\$40.00)	_____	_____

SPECIAL SPACE REQUEST

(ex. Floor racks) _____ ADDITIONAL COST _____

Subject to approval YES _____ NO _____ GST included _____

TOTAL COST _____

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OFFICE USE ONLY

Application Approved- YES _____ NO _____ Date - _____ PAID- YES _____ NO _____ Date- _____

Wait List- YES _____ NO _____ Date- _____

Requested Table # _____, _____, _____ Confirmed Table # _____, _____, _____

Payment method – Cheque ___ Cash ___ Debit ___ VISA ___ MasterCard ___ AmEx ___