

2010
21th Emerald Craft Fair & Tea
Vendor Information

We would like to thank you for helping us make the Emerald Craft Fair & Tea one of the longest running craft fairs on Prince Edward Island. This information should assist you in preparing for a successful day.

Date:

Saturday, October 30

Place:

1910 Nodd Rd. Route 113, Emerald, 886-2479

Booth set-up:

Friday, October 29, 6pm-10pm

Saturday, October 30, 7am-9am

Best Entrances to Community Centre for Booth Set-up / Take Down:

Booths 1 - 22

please use the main front entrance from the paved parking lot.

Booths 24 - 36

please use the lane to the left, drive behind and go to the single door at the rear of the community centre. (You may also use front door if not too crowded)

Booths 37 - 59

please use the first entrance on the left side of community centre. When unloading/loading, park off to the side of this driveway so as not to block lane.

Vendor Parking:

Please park in the field at the rear of the community centre. You can access this area from the side lane to the left of the community centre.

Craft Fair Hours: 9:30am – 2:30pm

Vendors are asked to be completely set up by 9:15am and not to start disassembling until 2:30pm

Table Rental: \$16.19 + GST .81 = \$17.00

Food & Beverages: \$3. Per person. Includes sandwiches, sweets and tea, coffee or hot apple cider. You will be provided with a food ticket which you can use to obtain your food in the pub.

Table Size: Tables are either 30"x60" or 30"x72". Please note: floor displays require booking a table, even if you don't actually use one, so the space can be allotted for you. (i.e. 1 table with a rack beside it = 2 tables.)

Booth Size:

Display space is the same size as the tables (whether you actually use a table or not). Space behind the table(s) will be approximately 24"-30" wide with one chair provided per booth. Additional chairs will be provided as necessary.

Product Displays:

Display racks are permitted as long as they fit within the space that you booked (on top of your table(s) or in place of your table(s)). If additional space is required, it must be booked at the same time as you book your table(s) and will be charged as a table rental.

Please refrain from displaying products on the floor that protrude into the aisle.

Cash Floats:

There will be no money available at the community centre for change. Vendors are asked to ensure that they have sufficient floats available for the duration of the craft fair.

Visa MasterCard & Debit:

There may be limited funds available for customers wishing to withdraw money to make a purchase from a vendor. Please see the ticket booth for information.

Washrooms: Washrooms are provided on both levels

Door Prizes:

Vendors are requested to provide one item suitable for a door prize, which will be drawn for every half hour throughout the day. Please provide a description of the prize & your company name to one of our organizers when they collect for your booth. Prize winners will be asked to pick up their prize at your booth. Winners must be present to win.

Customers will receive a door prize ballot when they arrive and they can enter their ballot, as well as purchase 50/50 tickets at the Emerald Community Centre booth #60 in the lower level.

Smoking: Please use our rear patio for smoking. Smoking is not permitted in front of the Community Centre. (Use entrance through the pub)

Scents:

Due to allergies, please refrain from wearing scented perfume or cologne.

Comments:

Please take a few moments to answer our vendor questionnaire at the end of the fair. Deposit your questionnaire at the Emerald Community Centre booth #60 in the lower level.