

2019  
30<sup>th</sup> 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 26th      **Place:** 1910 Nodd Rd. Route 113, Emerald, 902-886-2444      **Time:** 9am-2pm

**Registration Fee:** \$20.00 + HST = \$23.00 per table. Lunch \$3./person Tables are generally limited to a max of two per vendor. **Once you are accepted to attend**, your space will not be confirmed until payment has been received. Payment for registration and lunch must be received at least 10 days prior to the Craft Fair.

**Methods of payments:**

- In-person at the Boxcar Pub & Grill, Fridays 6pm-10pm
- By mail; Emerald Community Centre 1910 Nodd Rd, Emerald, PE C0B 1M0
- By e-transfer to [emeraldcc@bellaliant.com](mailto:emeraldcc@bellaliant.com)
- Online on the Craft Fair page with Visa, Mastercard or Paypal. (surcharge applies)

**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.

**Booth set-up:**

Friday, October 25, 6pm-10pm (**Banquet Room Only**)      Saturday, October 26, 7am-9am (All Rooms)

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

If you are in the pub, use the front entrance

If you are in the banquet room, use either the front or rear entrance (use the lane to the left to drive around the building onto the grass and use the single steel door).

**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:** 9:00am – 2:00pm

Vendors are asked to be completely set up by 9:15am and not to start disassembling until 2:00pm

**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), or behind your table). 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.

**Due to limited space and the safety of our patrons, tables or racks that protrude into the aisle or doorways will be removed.**

**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 cash back funds available for customers wishing to withdraw money to make a purchase from a vendor. Please see the ticket booth for information. For vendors with their own debit/credit terminals that run using cellular or wi-fi, please be advised that not all areas will be able to have access to the network

**Washrooms:** Washrooms are provided on both levels

**Door Prizes:**

Door prizes will not be given out by the community centre

**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 in the lobby.