

44th Annual St. Mark's Fair Registration Package

Qualicum Beach, Vancouver Island, BC

July 23rd, 2016

(8:30 - 3:00)

**Over 140 Vendors
Thousands of
Visitors**

Antiques & Collectibles...

Quality Crafts & Jewellery...

Furniture, Books, Clothing & Kids' Stuff...

Unique Gifts, Specialty Foods...

Refreshments & Entertainment.

Come out and join us!

For further information:

St. Mark's Anglican Church
138 Hoylake Rd West
Qualicum Beach, BC, V9K 1K3

www.stmarksqualicum.bc.ca
qbstmarksfair@gmail.com
250-752-5414

44th Annual St. Mark's Fair

Saturday, July 23, 2016

REGISTRATION FORM: complete and mail, *with payment*, to:

St. Mark's Fair
138 Hoylake Road West
Qualicum Beach, BC V9K 1K3

Office use

Date received:

Date paid or p/d:

Amount paid:

Receipt given: Yes / No

2016 Stall #

RENEWAL: *PREVIOUS STALL* _____
Note: reserved for you until April 30th only!

NEW exhibitor or unable to attend in previous year.

APPLICATION DETAILS

1) Preferred stall or price range (refer to supplied site plan for pricing)
Note: we offer a limited number of stalls at a 60% rate (40% discount) for Registered Charitable Organizations. If qualified, please supply your registration number here: _____

2) 8' Table(s) required at \$20 each (if you are unable to supply your own):

3) Extra Parking Permit for \$5 (one is included in stall rental fee):

Total payment enclosed (cheque or money order payable to St. Mark's Church):

#	\$
(max 1)	

4) Please complete or revise the following information, as applicable:

NAME OF ORGANIZATION: _____

CONTACT PERSON'S FULL NAME: _____

MAILING ADDRESS: _____

CITY, PROVINCE, POSTAL CODE: _____

PHONE / ALTERNATE PHONE: _____

E-MAIL ADDRESS: _____

EXHIBIT DETAILS (WHAT YOU ARE SELLING/DISPLAYING): **incomplete application may be rejected**

I understand that this application may be placed on a waiting list. If space is not available, I will receive a full refund. I also acknowledge that the St. Mark's Fair Committee determines the location of all activities on the site and reserves the right to relocate or remove any vendor at any time in the interests of ensuring a good event. I/we have noted, and accept as a condition, the policies set out in the *Policy Information Sheet*. **unsigned application may be rejected**

SIGNATURE: _____ **DATE:** _____

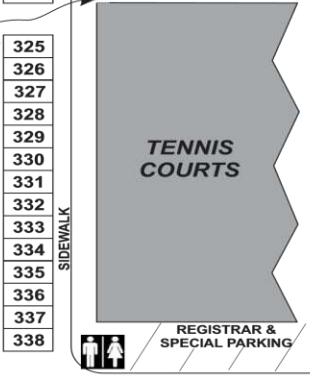
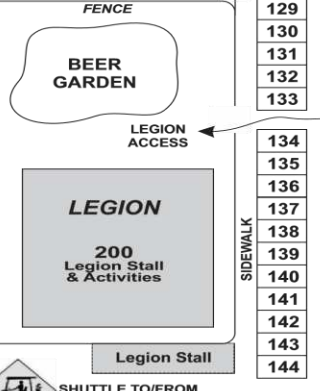
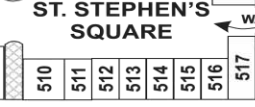
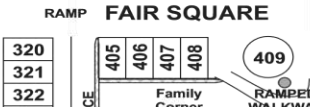
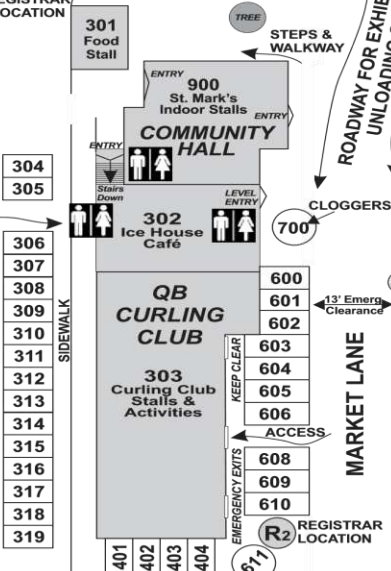
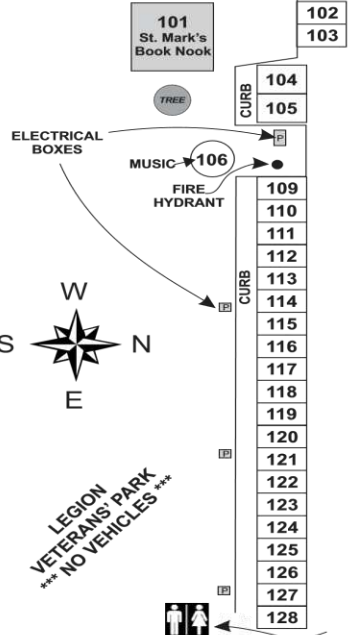
MEMORIAL AVENUE

VILLAGE WAY

INFORMATION, LOST & FOUND, FIRST AID KIT

REGISTRAR LOCATION

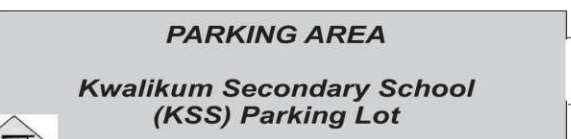
St. Mark's Stalls in Community Hall (900):
Baked Goods
Country Market
China Elephant
Ladies Clothing
Baubles & Beads



2016 Prices:
(stalls are 12' wide x 10' deep unless stated below)

102 - 103	\$110	Main Concourse S
104 - 105	\$110	" (15' wide x 10' deep)
109 - 128	\$95	"
129 - 144	\$85	"
201 - 209	\$70	Legion Arm
210	\$80	"
211	\$105	" (by Invitation)
301	\$315	" (by Invitation)
304 - 305	\$115	Main Concourse N
306 - 307	\$95	"
308 - 318	\$85	"
319 - 320	\$100	"
321 - 337	\$80	"
338	\$85	"
401 - 408	\$75	Fair Square
409	\$85	" (9' x 9' by power pole)
410 - 413	\$75	" (by Invitation)
501 - 507	\$65	St. Stephen's Square
508	\$95	" (16' wide x 20' deep)
509 - 510	\$95	" (18' wide)
511 - 516	\$65	"
517	\$95	" (12' wide x 20' deep)
600 - 602	\$55	Market Lane
603 - 610	\$65	" (12' wide x 15' deep)
611	\$65	" (6' x 6' Grassy Knoll)
701 - 710	\$55	Market Square
801	\$30	" (Small, Chair Only)

BERWICK RD



KWALIKUM SECONDARY SCHOOL (KSS)

FINAL Site Plan 26 Feb. 2016
prepared by Ryan Geboers

44th Annual
Saturday, July 23, 2016

ST. MARK'S FAIR

2016 SITE PLAN
(NOT to Scale)

44th Annual St. Mark's Fair

Saturday, July 23, 2016, Qualicum Beach BC

POLICY INFORMATION SHEET:

Previous year exhibitors are *pre-reserved to the same stall, but only until April 30th*! If you wish to move to another location, indicate your preference(s) on your Registration Form. If there is a price difference, you can just send the lower amount with your form and pay the difference in May if we can honour your change request. After April 30th, we release all unconfirmed stalls to the waiting list of change requests and new exhibitors. Priority on the waiting list is based on the date of receipt of your completed form and payment, so don't delay! However, it should be noted that **the Fair Committee controls the location of all activities on the site and reserves the right to relocate or remove any vendor at any time in the interests of ensuring a good event.**

Confirmation of your stall assignment will be mailed to you, along with your parking permit(s) and exhibitor badges. **You must bring these materials with you on Fair day to gain entry to the site.**

- 1) **Location** – downtown Qualicum Beach on Veterans Way (adjacent to the Community Hall and Legion between Memorial Ave. and Berwick Rd.
- 2) **Hours** – 8:30 am to 3:00 pm. If you sell out and want to close early, you must place a SOLD OUT sign at your stall (available at the Fair Information Table). Failure to comply with this request will void your “exhibitor preference” for next year (abandoned spaces are unfair to visitors and other exhibitors).
- 3) **Start Time** – The advertised opening time is 8:30 am. We ask that you DO NOT START selling until that time. Traffic & Security Personnel are authorized to suspend selling if necessary.
- 4) **Stall Size and Rental Rates** – Stall spaces are 12' wide by 10' deep unless otherwise noted - refer to the enclosed Site Plan (by the Tennis Courts) for stall locations, sizes and pricing. *Note: a 40% discount is available for a limited number of registered charitable organizations.*
- 5) **Refund Policies** – (a) In the event of a rain-out cancellation by St. Mark's *before opening of the Fair*, exhibitors will be given a 50% refund of all fees.

(b) If a registered exhibitor cancels before 3:00 pm **June 24th**, 100% will be refunded. *No refund will be provided after that date.*
- 6) **Table Rentals** – If you choose not to bring your own table(s), we have a number of **8 foot long tables** available for rent at **\$20.00 per table** (delivered to your stall and removed by St. Mark's volunteers). Order early as supply is limited. Please leave rented tables standing *and clean* at the end of the day.
- 7) **Electric Power** – If required to operate your stall, electric power may be made available for a \$10.00 fee in a number of stall locations where power is available. This must be requested and paid for at time of registration. Because of noise control, no unauthorized generators are permitted on site.

- 8) **Stall Access** – Vehicle access to stalls will require a valid **Confirmation Form & Parking Permit**. (*Note: A second vehicle will only be granted access to unload if a valid Parking Permit is presented – a maximum of two Parking Permits per stall.*) **Access will be granted from 6:00 to 8:00 am.** For pedestrian safety, **vehicles MUST LEAVE BEFORE 8:30 am.** Please unload quickly and move your vehicle(s) to the designated parking area.

For safety reasons, vehicles will only be allowed back onto the site after most pedestrian traffic has been cleared (**between 3:15 & 3:30 pm**), although stalls can be dismantled starting at 3:00 pm – the official closing time for the Fair. *Note: Please leave your site clean (remove all boxes, garbage, etc.).*

- 9) **Exhibitor Parking Area** – We have a reserved parking area near the Fair for your convenience. It is accessed via Village Way (see Site Plan). One Parking Permit is included in your stall rental fee and an extra permit can be purchased for \$5 at time of registration only.
- 10) **Articles for Sale** – This is a family event for the local community and tourists. Your cooperation is requested to ensure inappropriate items are not displayed or sold at your stall. In particular, **firearms and pornographic material may not be sold at the Fair.**
- 11) **Food and Beverages** – St. Mark's, St. Stephen's, the Legion and the Curling Club are the only approved food venues operating as part of the Fair (food and drinks). You may, however, sell home-baking or preserves. Vendors wanting to sell food or beverages for consumption on site **MUST HAVE PRIOR APPROVAL** (in writing) from the Fair Committee and must submit a copy of their current Health Permit along with their completed Registration Form. A special, negotiated stall rate will apply for such vendors.
- 12) **Legion Property** – The Legion property is **NOT to be used for exhibitor parking.** That includes Veterans Park behind stalls 109 to 128. This is **PRIVATE (Legion) PROPERTY** and exhibitors are requested to not intrude onto the property to store or display materials or to park vehicles.
- 13) **Smokers** – Please respect your fellow exhibitors and Fair visitors if you must smoke. Step far enough away or back from your stall to ensure others do not suffer any discomfort. We request that you limit your smoking to cigarettes, no cigar or pipe smoking. Thank you for your consideration.

- 14) **To Register, get on the Waiting List, or for further information:**

St. Mark's Anglican Church Fair
138 Hoylake Road, Qualicum Beach, BC
V9K 1K3

www.stmarksqualicum.bc.ca

tel: (250) 752-5414 email: qbstmarksfair@gmail.com

You can pick up or drop off registration materials or payment to the church office **between 10:00 am and 3:00 pm, Tuesday to Friday.** *Note: Office staff can only accept your material for forwarding to the Fair Committee. The office will provide receipts but cannot process registrations because of other duties.*