

RULES GOVERNING THE GLENWOOD COMMUNITY CENTRE'S CHRISTMAS CRAFT & VENDORS MARKET

1. Tables will be pre-assigned and you will be provided with your table placement by the end of September. To ensure you are not placed by someone who sells similar products, please provide as much detail in your application as possible, including such requests as electrical/non-electrical, additional chairs, etc. Although we cannot guarantee these requests will be accommodated, we will do our best to do so.
2. Set up time is from 7:30 am to 9:15 am on Saturday, December 6, 2025. Please ensure that you are set up by 9:15 am the latest. Your display must remain in place until 3:30 pm (i.e. do not start packing up earlier than that time). Our Craft Sale Committee will be on site during the entire craft sale, so please feel free to ask for assistance at any time. We will have workers on-site to assist you with carrying in your items. However, to ensure the health and safety of our employees, they will only handle boxed items or those of a similar size. Unfortunately, they will not be able to carry oversized or heavy items. Thank you for your understanding!
3. You will be provided with one 8' table and one chair. You are given approximately a 10'W x 7'D area to be used for your area so please be respectful of the crafters/vendors beside you and keep within this space. If you require another chair, please ensure you indicate same on your application. Oversized displays will not be permitted unless approved via email in advance. Your designated space includes a table; however, if you choose not to use one, please note that your available area will be limited to 10'W x 7'D.
4. Crafters/vendors are responsible for their own permits/licenses for selling their products as required by the Province of Manitoba and/or the City of Winnipeg. They are also responsible for all items required to ensure their booth runs smoothly including cash boxes, extension cords, etc.
5. Tables must be staffed at all times during the sale. This year we will be offering the opportunity for our crafters/vendors to pre-order lunch from the canteen and have it delivered to their table. Details will be provided at the end of September including our menu and prices.
6. All crafters/vendors will be asked to donate a craft item/product for our Silent Auction draw to help support our Community Centre. One of our Craft Sale Committee members will visit your table during set up time to collect this item. Be sure to include your business card with your donation.

7. Entire payment of your entry fee will be required by May 22, 2025:

- If payment is not made within that time period, your application will be considered passed and we will move on to the next crafter/vendor.
- If you have paid your entry fee but do not attend the event, no refund will be given and you will be disqualified from this and future markets.
- If you are accepted as a vendor and have paid your entry fee but can no longer attend, please contact us ASAP (gcccraftsale@gmail.com) to let us know. If your table can be replaced with another crafter/vendor of our choosing by November 1, 2025, we will issue a refund (less a \$10 administration fee).

If you have any questions regarding any of these rules or the craft sale itself, please contact us at gcccraftsale@gmail.com.