



**Application Form for the Christmas Craft Show
at the Nepean Sportsplex
from Thursday, November 1 to Sunday, November 4, 2018**

Deadline for submission is March 31, 2018.

Applicant Name:

Business Name:

Address:

City: Province: Postal Code:

Primary Telephone: Secondary Telephone:

E-mail: Fax Number:

Website:

Section A: Please indicate which category or categories you wish to apply for:

- | | |
|---|---|
| <input type="checkbox"/> Clay | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Leather | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Crochet & Knitting | <input type="checkbox"/> Art |
| <input type="checkbox"/> Textiles | <input type="checkbox"/> Sewn Goods |
| <input type="checkbox"/> Fine Jeweler | <input type="checkbox"/> Metal Type: <input type="text"/> |
| <input type="checkbox"/> Fashion Jeweler | |

Food: Please answer the following questions:

Are your product's basic ingredients: purchased made by yourself

If ingredients are purchased, please specify:

Is your product packaging done: by yourself in a factory ?

Do you have a valid permit from a local, regional or provincial health authority? yes no

If no, please specify why:

Health and Body care Products: Please answer the following questions:

Are your product's basic ingredients: purchased made by yourself ?

If purchased, please specify:

Is your product packaging done: by yourself in a factory

Do you use: own molds commercial molds ?

Are your blends and recipes: your own commercial

Other: If you do not fit into any of the listed categories, please indicate what you do here:

Section B: If you are a successful applicant, please indicate preference in booth size :

- Regular Interior Booth, 8 by 10 on Upper Hall Level (\$557.50)
- Regular Interior Booth, 8 by 15 on Upper Hall Level (\$825.75)
- Regular Interior Booth, 8 by 20 on Upper Hall Level (\$1,094.25)
- Regular Interior Booth, 10 by 10 on Lower Rink Level (\$600)
- Regular Interior Booth, 10 by 15 on Lower Rink Level (\$889)
- Regular Interior Booth, 10 by 20 on Lower Rink Level (\$1,178)
- Premium Corner Booth, 8 by 10 on Upper Hall Level (\$609.25)
- Premium Corner Booth, 8 by 15 on Upper Hall Level (\$877.75)
- Premium Corner Booth, 8 by 20 on Upper Hall Level (\$1,145.50)
- Premium Corner Booth, 10 by 10 on Lower Rink Level (\$645.75)
- Premium Corner Booth, 10 by 15 on Lower Rink Level (\$935.25)
- Premium Corner Booth, 10 by 20 on Lower Rink Level (\$1,224.50)

(Note: Booth fees are not required with your application, only at time of booth allocation the end of May.)
Please describe any specific booth requirements you may have:

Section C: General Information for all categories to complete :

1. Please list below, the items you would be offering for sale at the Christmas Craft Show.

2. What price range does your work cover? from \$ || to \$

3. Are your products available in retail outlets? yes no

If yes, please specify where:

4. Is your craft a full time occupation or a hobby ?

5. Number of people involved in the production and marketing of your merchandise?

Full time people Part time people

6. What is your involvement in the production and marketing of your products?

7. Please list the Craft Shows you have participated in the last 3-5 years:

8. Please indicate the percentage of time you personally spend at the shows you participate in.

Section D: Application Summary

Applicants please note:

All the above items are to be sent by mail, not over email or fax.

The pre-jury session is done off site without access to computers; therefore, all required pictures need to be sent in traditional photo format, rather than by disc/CD, by email or referral to websites.

Photos sent in any format other than requested will not be considered.

Please ensure you have included the following items to complete your application:

- Resume describing production process
- 2 printed Photos of you working in your workplace
- Return / Postage Paid Envelope large enough for your photos
- 6 printed Photos of your work (no CDs)
- 2 printed Photos of Booth Display or detailed diagram
- 1 Business card

Application Deadlines:

Applications received by March 31, 2018 will be included in the primary jury and selection process.

Applications received after March 31, 2018 will only be reviewed and considered based on any remaining space and category availability within the show.

Please send completed application by mail to:

**Karen Venema
Nepean Sportsplex
1701 Woodroffe Ave
Ottawa, ON
K2G 1W2**

Questions can be directed to:

**Karen Venema
613 580-2424 ext. 41238**

sportsplexchristmascraftshow@ottawa.ca

Personal information is collected under the authority of Authority of the Municipal Act, RSO2001, cM.25, s.8 (11) . Personal information will be used by the City for the purposes of the administration and management of recreation programs offered by the Department of Recreation, Culture and Facility Services. Questions about this collection and use of your personal information may be directed to Claims Specialist, 110 Laurier Avenue West, Ottawa, Ontario, K1P 1J1, 613-580-2424, extension 43093, Maureen.Graham@ottawa.ca