



ROMS 2015 Holiday Sale Registration Form
Saturday, November 28, 2015
Saturday 9:30 - 3:00pm

Name: _____
 Business Name: _____
 Phone: _____ E-Mail: _____
 Address: _____
 City: _____ Postal code: _____

Description of craft(s): _____

Please check which category best describes your craft:
 Home décor Christmas theme Ceramics Fine Art
 Children's items Food/Cooking Jewellery Religious
 Paper crafts Needlework Fashion Other

BOOTH SPACE (approx 4 ft by 8ft)
 ___ # of spaces needed (\$40.00 each)
 ___ # of rental tables required (\$5.00 each)

Space is not guaranteed, we reserve the right to refuse any product(s) deemed inappropriate for our venue. We will contact you upon receiving your application. It is the responsibility of the exhibitor to send registration and payment to reserve your booth.

_____ I would prefer a space with electricity (we cannot guarantee this but will do our best)
 Please bring your own extension cords and power bars
 _____ I will be able to donate a craft for a gift basket in the silent auction.

Comments _____

Please make cheques payable to "ROMS PAC General Account" and send payment with this registration form to:
Royal Oak Middle School (Craft Fair) c/o 647 Tanu Place, Victoria, BC, V9C 3V1

If you have any questions, please refer to our website for more information or email us at: trompain@shaw.ca or call 250-361-4803. *All confirmations go by email, if by chance you don't have email we will phone you*

GENERAL INFORMATION

SHOW HOURS: Saturday 9:30 am - 3:00 pm

Please plan your set up accordingly, all booths must be set up and complete 30 minutes prior to door opening.

SET-UP: Friday from 4 -7 pm for those wanting to set up.

A tablecloth or other covering is required in order to make displays as attractive as possible.

Unloading time at the front of the school should be short for the convenience of all the crafters and until ----- only

- No vehicle can be left unattended in the loading area for more than a few minutes, courtesy and respect is taught at the school and we hope it will be shown by exhibitors for our volunteer students on hand to appreciate.
- A limited number of student volunteers will be available to help you unload and move in if needed.
- There will be no stopping or unloading in the fire lanes, any vehicles found in these areas will be subject to immediate removal.

EXHIBITOR PARKING: After unloading, please park in the parking lots farthest from the school to allow for more spaces for your patrons.

ELECTRICITY: Limited spaces with electricity are available. You must provide your own extension cords. No cords may cross any aisles.

Please do not use tape, tacks, staples etc. Help keep our facility clean, safe and unspoiled.

CRAFTS: We prefer handmade items and prefer no commercial sales. If possible please try to work on your craft during the fair, as this adds interest to the show, as well as promotes your work. * you may be asked to remove any articles that are not considered acceptable.

FOOD: Refreshments will be available on sale throughout the day by our student volunteers. Complimentary coffee will be provided for exhibitors during initial show set up.

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted on the school property (anywhere)

COURTESY: Exhibitors should stay within their designated space markers. Small children should not be brought into the show by exhibitors for their safety, as well as out of respect for the other exhibitors. Exhibitors are responsible for cleaning and disposal of all trash from their area.

CANCELLATIONS: Sorry deposits are non refundable and after all 100% of the funds will go to local resources for children. Should we have to cancel the event due to unforeseen job action, all deposit money will be refunded.

THANK YOU FOR SUPPORTING LOCAL YOUTH