



**Registration Package 2017
of
The Knight's Christmas Market**

St. Thomas More Collegiate,
7450 12th Avenue, Burnaby,
BC V3N 2K1 Canada

A SCHOOL
IN THE
TRADITION
OF BLESSED
EDMUND RICE



ST. THOMAS MORE COLLEGIATE

HOME OF THE KNIGHTS

Dear Artist,

The 2017 STMC Christmas Craft Fair, now called **The Knight's Christmas Market**, will be held on Saturday, November 18th, 10:00 am to 4:00 pm and Sunday, November 19th, 10:00 am to 4:00 pm.

We offer you the opportunity to re-register early so that you can reserve the ideal table space. We are available in the office next to the Christmas Market classrooms should you wish to re-register during the Christmas Market. If you can't re-register during the Christmas Market then as Vendors this year you have until March 31st to re-register for the same table. After that date it is first come first serve with other Vendors.

The **The Knight's Christmas Market** has become renowned in the Burnaby Community as a market for a wonderful variety of quality gift items. Only professional Artisans are invited. There are two scent-free rooms available. Every attempt will be made to accommodate your table request but after March 31 are no guarantees.

We will continue to endeavor to make your experience at our Christmas Market both pleasant and profitable. Helpful parents, staff and students will form a large volunteer team to serve your needs from your arrival through to your departure.

We offer the ability to link your website to ours for prospective visitors to view: www.theknightschristmasmarket.weebly.com We have increased our advertising efforts; we advertise on several online search engines for Craft Fairs and markets, have a designated Facebook page, Instagram account and an active Twitter account. This along with the tried and true posters signs and adverts in local newspapers.

Please find a registration form enclosed. An information package will be e-mailed to you in October. We look forward to your early response.

Iris Low & Chris Lee

The Knight's Christmas Market Co-coordinator
E-mail: theknightschristmasmarket@gmail.com

www.theknightschristmasmarket.weebly.com



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You must complete the following Registration form (please print clearly)

- Please include a cheque/cash in the amount of \$150.00. This is payable at time of registration and is required to hold your spot (No post dated cheques please), or PayPal via website.
- Full refund if request received by June 30th.
- \$25 service charge for NSF Cheques. Full refund if request received by September 1st. 50% refund between October 1-31. No refund after November 1st. There will be a \$25 charge on NSF cheques.
- Electricity provided at all tables. Maximum voltage per space is 100 watts. Please bring your own extension cords.
- Display unit must be tastefully presented and any storage containers carefully camouflaged in your space. We offer a space of 8 ft x 5 ft. Skirting and tablecloth in red provided.
- You will receive confirmation by email. A complete information package will be sent by the end of October. Please note, if you have a preference for a particular location, they are allotted on a first come first serve basis, so the sooner you send in your form and payment the more likely you are to receive the spot you want.
- The deadline for any changes to the booth requirements is September 1, 2017.
- Please make cheques payable to St Thomas More Collegiate Parents' Association

As an attraction to customers and means of advertising for you, a donation of a packaged door prize is requested. Please send it in with your registration form if possible so we can make the baskets for prizes ahead of time.

Chris Lee

C/O The Knight's Christmas Market Co-coordinator

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7450 12th Ave, Burnaby, BC V3M 2K1 **no phone calls please**

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PLEASE PRINT CLEARLY!

2017 Office use only:

Date Rec'd	Date on Cheque	Amount paid	#Cheque/PP#	Refund	Donation

BUSINESS NAME _____

(As you wish to be listed in the program)

CONTACT NAME _____

ADDRESS _____

CITY _____ PROV _____ POSTAL _____

PHONE _____ FAX _____

EMAIL _____

WEBSITE _____

FACEBOOK AND TWITTER _____

DESCRIPTION OF PRODUCT _____

Jewelry Personal Care Home & Garden Gourmet Foods Craft

Clothing

EXHIBITOR'S REQUIREMENTS: Please check appropriate box(es):

Table Locations:

GYMNASIUM CLASSROOM HALLWAY

24in X 2 ft TABLES WITH OPENING

NO TABLE

1 8 FT X 2.5 FT TABLE

Other preferences or requests (wall-space, scent free, next to friend, etc.):
