



Vendors Information Package 2018

November 24 & 25, 2018

10:00 am to 4:00 pm

**St. Thomas More Collegiate,
7450 12th Avenue, Burnaby**

Contact:

theknightschristmasmarket@gmail.com

A SCHOOL
IN THE
TRADITION
OF BLESSED
EDMUND RICE



ST. THOMAS MORE COLLEGIATE

HOME OF THE KNIGHTS

Dear Vendor,

Thank you for registering for the Knights Christmas Market (KCM) on November 24 & 25, 2018. The hours are 10:00 am to 4:00 pm. We are looking forward to another successful KCM this year! In preparation for the KCM, please review the following guidelines:

1. Vendor Donation:

Donation of a packaged door prize with your business card is required from each Vendor. It is an attraction for customers and a means of advertising for you. The funds raised through the raffle of the baskets are contribute towards various programs in the school such as field trips, entrance to academic competitions...etc.

The donations are collected from each Vendor during the setup on Friday evening (6:30 pm to 8:00 pm) or Saturday morning (8:00 am to 9:00 pm). Your generosity is very much appreciated.

2. Floor plan:

Due to ongoing registrations some numbers for the tables may have changed from previous years, do not be alarmed if your number is not the same as requested. Table numbers will be clearly marked on each table during the setup times. Volunteers will be available to assist you.

3. Setup Up:

- Set – up is **Friday Nov. 23th from 6:30 pm to 8:00 pm, Saturday Nov. 24th from 8:00 am to 9:45 am** only and on **Sunday Nov. 25th from 8:00 am to 9:45 am only**. No other times are available.
- Please contact the Parking Volunteers for unloading instructions. Volunteers are available to help unload and Vendors must bring their own dollies.
- Electricity will be provided to all tables and bringing your own extension cords is highly recommended as we do not have any extra.
- Your display unit must fit within the space of your table. Please do not encroach on other Vendors spaces. Booths are fitted with one 8 x 2 ½ ft banquet table and the classrooms/hallway are two 4 x 2 ft tables
- Please be sure to bring an adequate float to start. We have not been able to provide an onsite ATM – please plan accordingly. (there is an ATM at the 711 on 12th St./10th Ave).
- No open flames are permitted at any of the tables.

4. Take Down

- Vendors may start taking down displays and cleaning up when the market closes on Sunday at 4:00 pm. Early take downs are not permitted.
- Please double check that you have not taken the market power cords and/or table clips when you leave on Sunday.



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ALL VENDORS MUST REFRAIN FROM TEARING DOWN THEIR BOOTH BEFORE 4 PM

5. Parking

- You may park in the school parking lot Friday to unload, after unloading please find an alternate parking spot
- Please be advised that there is **NO PARKING** for Vendors during the KCM in either the school parking lot or Our Lady of Mercy Parish parking lot.
- Arrangements should be made to be dropped off or park on the side streets. Do not park in the red-zone of the map
- Our Lady of Mercy Parish has declined our use of the parking lot on Sunday morning due to Sunday church services until 1pm. **Vendors and volunteer cars will be towed!!** Parking is available after 1pm for visitors.
- Please review the following parking map:

Please contact the planning committee with any questions at theknightschristmasmarket@gmail.com

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