



121 William's Lake Rd.  
Halifax, NS, B3P 1T6  
Office: (902) 479-4418

September 16, 2019

Dear New and Returning Vendors:

Each November, the Cunard Junior High PTA hosts a Christmas Craft Fair to raise funds for much-needed educational support materials. Our event is well-known for its high calibre of Exhibitors and strong community support. We are a small school with big spirit! This is our 32<sup>nd</sup>. year!

This year, the 32<sup>nd</sup> Annual Craft Fair will be held on **Saturday, November 16, 2019** from 9 AM to 1:30 PM, and we welcome you to take part again, or perhaps for the first time.

- Craft Fair location: Cunard Junior High School, 121 Williams Lake Road, Halifax.
- Crafter setup: **Friday, November 15, 2019, 6 PM - 7 PM.**
- Craft Fair hours: **Saturday, November 16, 2019, 9 AM - 1:30 PM.** (Doors open to Vendors at 8 am.)

**Space Rental Information:**

	<b>GYM ONLY</b>
<b>Base Space (approx. 2.5 ft x 5 ft) &amp; 2 Chairs</b>	<b>\$45.00 each</b>
<b>Extra Space (approx. 2.5 ft x 2.5 ft) *</b>	<b>\$15.00 each</b>

\*Extra lengths may not be available during setup.

Spaces with electrical outlets are in short supply. Locations near outlets may be requested and will be assigned in order of receipt of Rental Agreement/Payment. If you do secure a space near an outlet, please supply your own extension cord.

- Our friendly and helpful Student volunteers will be available to assist you with unloading/loading during set-up and dismantling.
- Canteen and Tea Room service will be available during Craft Fair hours.
- Please park on a side street during the festival to allow for customer parking in the school lot. We will ensure our lot is open for customer parking.
- Displays cannot be dismantled before 1:30 pm, and all materials must be removed by 3 pm.
- Agreement/Payment should be received by School Office as soon as possible. Cash/Cheque payment only. Sorry, we are not setup to accept e-transfers.
- No Scents. No active Diffusers or strong scents please.

Should you have any questions/inquiries, please email; Brenda Rooney at [bdrooney@icloud.com](mailto:bdrooney@icloud.com). Rental Agreements/Payments are to be directed to Cunard Junior High Office, 121 Williams Lake Rd, Halifax, 902-479-4418.

**Cunard Junior High Christmas Craft Fair Rental Agreement, 2019**

1. I agree to rent at minimum a 2.5 foot by 5 foot space (approx.) at the Cunard Junior High Christmas Craft Fair on Saturday, November 16, 2019 from 9 am to 1:30 pm.
2. I agree that Cunard Junior High and/or the Cunard Junior High PTA is not responsible for any damage to, theft of, or loss of any material during the time of the Fair, including set-up and dismantling. I agree that my table(s) will be set up before 8:50 am on November 16, 2019 or my space and deposit fee will be forfeited.
3. If I bring my own table(s), it/they will fit in the space I have purchased and agreed to below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please PRINT the following:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name & Twitter/Facebook Handle(s):  
\_\_\_\_\_

Best Contact Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

General description of goods to be sold at the Fair:  
\_\_\_\_\_

<b>GYM ONLY</b>	<b>Indicate Space Needed:</b> and applicable fee.	<b>Bringing Own Table ?</b> Circle one option below
<b>Base Space (~2.5 ft x 5 ft) &amp; 2 Chairs</b>	<b>\$45.00 each x ____ = \$ ____</b>	<b>Yes or No</b>
<b>Extra Space (~2.5 ft x 2.5 ft) *</b>	<b>\$15.00 each x ____ = \$ ____</b>	<b>Yes or No</b>
<b>Total Enclosed (Cash or Cheque only/Cheques made out to "Cunard Jr. High")</b>	<b>\$</b>	<b>Yes or No</b>

\*Extra lengths may not be available during setup.

**Backdrops and/or display stands must fit the table space requested.**

If you have a preferred Booth location, please indicate your top 3 preferred booth choices, based on the attached chart:

1<sup>st</sup> choice Booth # \_\_\_\_\_ 2<sup>rd</sup> choice Booth # \_\_\_\_\_ 3<sup>rd</sup> choice Booth # \_\_\_\_\_

While we will endeavour to place you in a preferred location. Requests will be accepted once payment received on a first-come-first-served basis.

**Please return completed form with payment (CASH or CHEQUES ONLY/no post-dated cheques or e-transfers)**

**Cunard Jr. High Office, 121 William's Lake Rd. Halifax, NS, B3P 1T6**

**Thank You for supporting Cunard Junior High !**

Website: Twitter: [@cunardjunior](#) Facebook: Cunard Junior High Christmas Craft Fair  
We use social media to promote you and our fair. When you see our posts or tweets, please share or retweet for maximum exposure!

