



**Application Form
Nepean Sportsplex
Christmas Craft Show**

Thursday, November 2 to Sunday, November 5, 2017

Applicant Name:

Business Name: (Please attach a business card)

Address:

City: Province: Postal Code:

Telephone: Primary: Secondary:

Fax: E-mail:

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"/> Jewellery: Select <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 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	Premium Corner Booth
Upper Hall Level	8 x 10	<input type="radio"/> \$546.50	<input type="radio"/> \$597.25
	8 x 15	<input type="radio"/> \$809.50	<input type="radio"/> \$860.50
	8 x 20	<input type="radio"/> \$1,072.75	<input type="radio"/> \$1,123.00
Lower Rink Level	10 x 10	<input type="radio"/> \$588.00	<input type="radio"/> \$633.00
	10 x 15	<input type="radio"/> \$871.50	<input type="radio"/> \$916.75
	10 x 20	<input type="radio"/> \$1,154.75	<input type="radio"/> \$1,200.25

(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 Part time

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 :

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

- | | |
|--|--|
| <input type="checkbox"/> Resumé describing production process | <input type="checkbox"/> 6 printed Photos of your work (no CD's) |
| <input type="checkbox"/> 2 printed Photos of you working in your workplace | <input type="checkbox"/> 2 printed Photos of Booth Display or detailed diagram |
| <input type="checkbox"/> Return / Postage Paid Envelope large enough for your photos | |

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.

Application Deadlines:

- Applications received by March 31, 2017** will be included in the primary jury and selection process.
- Applications received after March 31, 2017** 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**

