

## **Vendor Application Form**

Deadline for Application: Friday, September 5, 2025

Please complete this form electronically and download/save with your changes to save a copy for your records and submit by email to <a href="mailto:craftafair@interiorhealth.ca">craftafair@interiorhealth.ca</a>.

Vendor Information: 39th Annual Royal Inland Hospital Foundation Craft-A-Fair

Date: Sunday, November 2, 2025

Venue: Sandman Centre, 300 Lorne Street, Kamloops BC

Vendor Arrival & Set-Up Times: 7:00 am - 9:00 am

\*If you have not showed up by 9:00 am to set up, your booth is subject to be given to a vendor on stand-by.

## **Booth Information:**

Booth Location	Booth Dimensions	Booth	Electricity
		Price	
Upper Concourse – Regular Booth	10' x 8' OR 9 ½' x 9'	\$100	Υ
Upper Concourse – End Booth	Access to public on two sides, room for two tables.	\$115	Υ
Upper Concourse – Extra Large Booth	Size varies – only a few.	\$140	Υ
Ice – Regular Booth	10 ft x 8 ft	\$90	N
Ice – End Booth	10 ½ ft x 8 ft (allows a second table to form an L.)	\$105	N
Kia Lounge	9 ft x 8 ft	\$90	Some

<sup>\*</sup>Each booth comes with 1 table (8 ft x 2 ½ ft) and 2 chairs. You may rent an additional table for \$10.

Please submit your completed application form electronically to: craftafair@interiorhealth.ca

**Confirmation:** Vendor confirmation will be sent in September, once City of Kamloops has confirmed the Sandman Centre. With your confirmation, you'll be sent an invoice with payment instructions, your booth location, a floor map, and setup instructions.

**Payment:** Payment is due on **October 10, 2025** - after your booth is confirmed in September. Payment will be accepted through **e-transfer** to <u>rihfaccounting@interiorhealth.ca</u> or **cheque payable to Royal Inland Hospital Foundation**.

**NOTE:** If you are paying through e-transfer, in the notes, please include your business name, full name, and confirmed booth number. **THESE MUST MATCH WITH YOUR APPLICATION FORM AND CONFIRMATION!** 

**New applicants:** Payment is not due until you have been accepted into the event. New applicants cannot request a corner or extra-large booth until they have become an ongoing crafter in our event.

For questions or inquiries, please email <u>craftafair@interiorhealth.ca</u> or call Royal Inland Hospital Foundation at: 250-314-2325. (Regular office hours are Monday – Friday, 8:30 am – 4:30 pm)

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If yes, what booth number were you in?  *If yes, we will do our best to ensure you are in the same booth as last year.  *If no, please note that you are not guaranteed a booth in the 2025 Craft-A-Fair. However, we will do our best to fit you in and add you on a waitlist on a first-come-first-serve basis. You will be contacted if a booth becomes available.  Would you like to request a different booth?  Do you require the provided table and two chairs?  Yes  No  Would you like to rent an additional table for \$10?  Yes  No	Business Name:						
Contact Information  Full Name:  Email:  Telephone (work):  Mailing Address:  City, Province, Postal Code:  Are you a returning vendor (2024)?  Yes  No  If yes, what booth number were you in?  *If yes, we will do our best to ensure you are in the same booth as last year.  *If no, please note that you are not guaranteed a booth in the 2025 Craft-A-Fair. However, we will do our best to fit you in and add you on a waitlist on a first-come-first-serve basis. You will be contacted if a booth becomes available.  Would you like to request a different booth?  Do you require the provided table and two chairs?  Yes  No  Would you like to rent an additional table for \$10?  Yes  No	Type of Business:	Crafter		Home-based bu	ısiness		
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Additional Notes:	Additional Notes:						