

Application form for
CHRISTMAS AT THE COURTHOUSE
Art & Fine Crafts Sale
November 16 and 17, 2024

NAME/BUSINESS NAME: _____

ADDRESS: _____

E-MAIL: _____ Phone # _____

Website and/or Facebook Page: _____

Would you like your contact information added to our general mailing list? That list is separate from the Christmas at the Courthouse mailing list. Yes: _____ No: _____

DESCRIPTION OF WORK (if more than one type, please indicate roughly what percentage of total items each type represents. (examples: 60% paintings & 40% cards or 75% preserves & 25% baking)

If you are new to this sale, please provide us with a description and photos of your products and display.

All displays are expected to be well-presented and tables skirted/covered with fabric to the floor.

If you are a returning vendor with new products please supply descriptions and photos of new items.

It is recommended that you have your own means (square) to handle debit and credit card sales. You can put them through the gallery, but the wait for this may be quite long. There will be no machine upstairs.

Photos may be sent to me via the email address below. .

No attachment to any walls is allowed. This is a heritage building rented from the City, so we must respect their rules.

Applications will be juried and chosen to best suit the event. We reserve the right to refuse any application.

Every attempt will be made to give you the space of your choice.

Please circle the size of space you require. *Please indicate **yes** or **no** to provided tables:*

Large space - \$175 (includes use of one 8 foot and one 6 foot table): 8' _____ 6' _____

Small space - \$100 (includes use of one 8 foot table): 8' _____

Do you require an electrical outlet: yes or no

If yes, you will still need your own extension cords from outlet to your lights.

We also ask you to provide a small donated item, with an approximate value of \$10, for the gift draw baskets.

All vendors **MUST** submit a completed form so we have your current contact information.

Completed forms may be mailed, emailed or dropped off at Kamloops Courthouse Gallery, 7 West Seymour Street, Kamloops, BC, V2C 1E4

Please do not send payment until you are confirmed for the sale.

Payment by Cheque, E Transfer or Debit will be due once we have approved your application or no later than October 1, 2024.

For more information email: sadunn@xplornet.com

LIABILITY WAIVER – I/we, as stated above will be participating in Christmas at the Courthouse as vendor/ vendors, to be held at the Old Kamloops Courthouse on the dates indicated above (including set-up and clean-up). I/we will not hold The Kamloops Courthouse Gallery responsible for any damage to, loss or injury to my/our person. I/we will be responsible for all others working and visiting my/our display area.

Signature: _____ Date: _____