



Kitimat Museum & Archives
 293 City Centre, Kitimat BC V8C 2P5
 info@kitimatmuseum.ca
www.kitimatmuseum.ca

Artisan Christmas Gift Shop Registration Form

Runs: Friday, November 30 to Monday, December 24, 2018

Registration deadline: November 16, 2018

Inventory drop-off date: Monday, November 26th, 2018

Each December the Kitimat Museum & Archives Artisan Christmas Gift Shop hosts local and regional crafters, and visual artists, in its Upstairs Gallery.

EXHIBITOR AGREES TO THE FOLLOWING: *See attached calendar for important dates to note*

1. There is a \$55 fee to participate; participants must have a current Museum membership.
2. Commission rates: no commission rate for crafters - 25% commission for visual artists in lieu of an entry fee.
3. All items must be locally or regionally hand-crafted. Any visual artists must only sell their own work, and pieces must adhere to Museum hanging requirements.
4. Due to limited space, the number of pieces exhibited per crafter shall be decided by the Museum.
5. An inventory list must be given by Monday, November 19th, 2018. Bags/tissues provided by Museum.
6. Deposits are refundable until Wednesday, November 21, 2018 - after this date, deposits are non-refundable.
7. The Museum will charge appropriate taxes to the customer - sale transactions shall be carried out by the Museum only, and balances shall be remitted in January.
8. The Museum is not responsible for damaged or stolen items.

CONTACT INFO

NAME: _____

MAILING ADDRESS: _____
Street Town Postal Code

PHONE: _____ EMAIL: _____

Please print clearly

To be filled at time of payment. I have read the rules and I agree to them:

Signature of the Crafter/Artist: _____ Receipt No: _____

In-office information:

SUBMISSION OF INVENTORY ITEMS

Date: _____

Artist Signature: _____

Museum Signature: _____

RETURN OF INVENTORY ITEMS

Date: _____

Artist Signature: _____

Museum Signature: _____



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Important dates for participants of the Kitimat Museum & Archives Artisan Christmas Gift Store

2018 NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Deadline to register	17
18	19 Submit inventory list to Museum	20	21	22	23	24
25	26 Bring in inventory to Museum	27	28	29	30 Store opens at 6:30 pm.	

Some notes and recommendations:

The Kitimat Museum enters vendor inventory into the Point of Sales system. The inventory items are entered and each item given a code. Once the crafter's inventory is entered, the Museum will give labels to affix to the items. This will result in a smoother retail process. Keep this labelling process in mind when creating tags/packaging for your items, as to where a sticker would sit. For more information call the Museum at 250-632-8950.

Bags, boxes and tissue paper provided by the Museum - the registration fee accounts for this.