



2023 Artisan Christmas Gift Store

ENTRY FORM

Registration Opens: Wednesday, October 4, 2023, on a first-come, first-serve basis

Registration Deadline: Friday, November 10, 2023

Setup: Table setup is by appointment. Once registered, the Museum will contact vendors to arrange a date and time for setup.

Entry Fee: \$60 per vendor. Participants must be Museum members in good standing (annual membership costs \$9/yr.)

Your vendor fee of \$60, entitles you to four weeks of a hosted storefront with Museum staff overseeing retail administration and restocking of inventory. Vendors benefit from featured artisan status in the Museum's Christmas Gift Store with online advertising and marketing included at no extra cost. Vendors are displayed in a space with neighbouring artisans, blending space artistically, as required.

The 2023 Artisan Christmas Gift Store will open with an Open House on Friday, November 24th at 5 p.m. and run during regular Museum hours until Saturday, December 23rd.

CONTACT INFO (please print)

Name:		Phone:	
Email:			
Street:		City:	
Province:		Postal Code:	

Priority will be given to Kitimat residents, and then to out-of-town vendors, due to limited space

Authenticity Statement: <input type="radio"/> Handmade goods are made by me	Check which applies: 25% commission for visual artists instead of an entry fee Do you require wall space:
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Signature: _____ Receipt No: _____
Issued at Front Desk

Once registered, you will receive a link to an online form where you can fill out more details on your handcrafted items to help make it easier for the Museum to feature you online.

About the Artisan Christmas Gift Store

The Museum's Christmas Gift Store has been running since 1998. It is a popular event known for being the place in Kitimat to support local artisans by purchasing unique handmade gifts.

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General Terms and Conditions

- The Vendor shall pay to the Organizer a fee of \$60. Vendors are required to be members in good standing. A KMA membership is \$9/annually. Vendor fees are non-refundable.
- Due to limited space, the number of pieces exhibited per artisan shall be decided by the Museum.
- Commission rates: No commission rate for artisans – 25% commission for visual artists instead of an entry fee.
- All items must be handmade. Visual artists must only sell their own work and pieces must adhere to Museum hanging requirements.
- An inventory list will need to be provided to enter into the POS system. Bags/tissue are provided by the Museum. Inventory overflow is stored under the tables. Tables will be replenished on tables by Museum staff.
- The Museum will charge appropriate taxes in accordance with Revenue Canada requirements.
- The Museum is not responsible for damaged or stolen items.
- Vendors agree that the photos they submit or post on social media may be used to promote the event. As a vendor, products/services and displays may be photographed to promote current and future events. Vendors are kindly asked to promote their participation by distributing event material at upcoming events and digitally via their social media / website / newsletters, etc.
- Take down of any unsold items will begin on Wednesday, January 3, 2024, unless otherwise discussed with staff.
- Each vendor is encouraged to donate a small product for a basket draw, to be drawn Monday, December 18, 2023. The donated item can be contributed during the vendor setup appointment.
- Payment to the artisan and an inventory of sold items will be issued in January 2024.