

## Show Services

- Up to 4 bank machines on site
- Exhibitors lounge (outlined on the map) for Vendors to take a break
- 24 hour security – please note the building will be not be accessible to the public or to Vendors until the time marked for set-up prior to the Show opening each day
- Christmas music will be piped in using the Crystal Centre's audio system

We have enclosed information packages from:

**Superior Shows** – please fill out and fax back as indicated.

**The Daily Herald-Tribune** – Christmas Show

Advertising information

**The Crystal Centre** – POS Access and Concession  
Commission Fees

**A List of Local Hotels** – please make your reservations as soon as possible so you don't get left out in the cold.



**Phone:** 780-814-8224

**Fax:** 780-814-8254

**Email:** [ainsley@gpfarmersmarket.ca](mailto:ainsley@gpfarmersmarket.ca)

**Mailing address:** Box 22176 Grande Prairie AB T8V 6X1

**Show location:** Crystal Centre (10017 99 Ave)

## 2010 Christmas Craft Show & Sale Information Pamphlet

### Show Dates and Times:

Thursday, November 25<sup>th</sup>; 12 – 9 pm  
Friday, November 26<sup>th</sup>; 12 – 9 pm  
& Saturday, November 27<sup>th</sup>; 10 – 6 pm

**Welcome! It's great to have you with us this year.  
Please direct any questions to our Market Manager,  
Ainsley Lamontagne.**

## Booth and Additional Fees

Booth fees must be paid in full before any Show Badges will be issued. Any additional fees, due as commissions or for use of the Crystal Centre's Point of Sale telephone connections must be paid before your Show Badges will be issued.

Please see attached information. If you require additional services, please fill out the forms and bring them with you to the Show. Blank forms will be available.

## Loading and Unloading

Vendors are to use the two overhead doors on the west side of the building (closest to the Telus Building). Superior Show Services will provide some trolleys and carts for Vendors to use. Please return the carts to the loading area when you are finished loading/unloading. Do not block the doors with your vehicle, you will be asked to move. Do not park in the loading zone, load in then move your vehicle – this is a cause of hard feelings as you will be asked to move or potentially ticketed by RCMP Enforcement.

## Vendor Parking

**Vendors are not permitted to park any where close to the Crystal Centre (including the street). Any one found parking in Customer areas will have their vehicle**

**towed.** Exceptions will be made for food vendors who need access to trailers to replenish their stock. Please see the Vendor Parking Map at the Registration Desk.

## Registration

**Every Vendor attending the Show must register at the Registration Desk located in the Lobby.**

When you register, you will be issued two (2) Show Badges. You must wear these badges at all times during the show. If you require additional Show Badges for your staff, you must register each of them before any additional badges will be issued.

Vendors must present their Show Badges to security before they will be allowed into the show area to set up their booths. **NO ONE** will be permitted to unload any merchandise, or to begin setting up their booth(s), unless they are wearing a Show Badge. ***There will be no exceptions to this rule.***

## Set-Up Times

**Wednesday, November 24<sup>th</sup>; 12:00 – 8:00 pm**

**Thursday & Friday 9:00 – 11:30 am**

**Saturday 8:30 – 9:30am**

**You must be fully set-up and in your booth 30 mins before and a minimum 15 min after selling time ends each day.**

***No one will have access to the Show Areas until they have registered at the registration desk located in Lobby.***