

# HEADINGLEY HOLIDAY MARKET

## 2023 GUIDELINES

The Headingley Holiday Market Committee is committed to ensuring the best possible experience for both the crafters and the shoppers. Final crafter selection will take into consideration craft variety and quality.

**Date/Hours:** Friday, October 13, 2023 11:00 am - 7:00 pm  
Saturday, October 14, 2023 10:00 am - 4:00 pm

**Location:** Headingley Community Centre  
5353 Portage Avenue  
Headingley, MB

**Crafts:** **All crafts must be handmade.** Minor “add-ons” to complete your craft are permitted.

**Auction:** **If successful,** each crafter will be required to donate one craft item, with a minimum value of \$25.00, toward our Rainbow Auction.

**Space:** Organizers will do their best to accommodate requests; however, location assignment is at the discretion of the show coordinators. Booth locations will be finalized in late September.

Services: Electricity is available along wall booths only. Crafters must supply own extension cords.

Furnishings: One (1) 8' x 2.5' table and 2 chairs will be supplied. Any other furnishings are the responsibility of the crafter but must not violate the space assignment or interfere with other displays.

Display: Crafters must decorate their booths in an attractive manner. Tables should be draped to the floor and all boxes stored out of sight. Table coverings will not be provided. No tape allowed on drywall. It may be used on lower portion of the wall (wood paneling) in the main auditorium.

**Set Up & Take Down:** Crafters can load and unload at the back doors of the Community Centre (north side). There will be volunteers to assist you in finding your booth area. We request that all items are unloaded as quickly as possible, and vehicles moved to the parking lot, before unpacking for the sale. We request that all items are packed and ready

to be loaded at the end of the sale, before moving your vehicle to loading area.

Set Up: Thursday, October 12th 5:00 pm - 8:00 pm

Take Down: Saturday October 14th. After 4:00 pm  
*Crafters must not commence take down until after the show is closed.*

**Canteen: Back by popular demand - Canteen will be available with food for purchase .**

**Payment: If successful,** a personal or business cheque must accompany your acceptance.  
Postdated cheques are not accepted. If your cheque is NSF, your application will be cancelled.

Cheques payable to: R.M. of Headingley  
Mail to:

**Headingley Holiday Market**  
5353 Portage Avenue, Headingley, MB R4H 1J9

Crafters will be provided with two (2) passes to sale.  
General admission is \$2.

### **Registration**

**Refunds:** Registration refunds for cancellations will be provided as follows:

<b>Cancellation rec'd by June 1, 2023</b>	<b>Full refund</b>
<b>Cancellation rec'd by July 1, 2023</b>	<b>50% refund</b>
<b>Cancellation rec'd after August 1, 2023</b>	<b>No refund</b>

(Extenuating circumstances considered on individual basis)

**Security:** The Headingley Community Centre is a public building. An alarm system is in place for the building; however, **there will be NO ONSITE SECURITY during off hours.** Please ensure you have appropriate insurance coverage or participate in the sale at your own risk