
2026 Christmas Craft Fair – Vendor Information

Event Details

- **Date:** Sunday, November 29th, 2026
- **Time:** 10:00am – 4:00 pm
- **Location:** Bay Bulls Regional Lifestyle Centre
- **Public admission:** \$5.00/person; children 12 and under are free
- **Vendor set-up:** 8:00 – 9:55 am. We will not allow vendors to set up once the market has opened to the public

Vendor Registration

- **Table price:** \$45/table; if you are bringing your own tables, it will \$40/table
- **Table size:** 6 feet long by 2.5 feet wide
- **What you need to bring:** Registration fee covers your table space (we will provide the tables, unless you state otherwise, and the chairs). Vendors are responsible for bringing their own table coverings, displays, signage, payment equipment, and any other supplies they require.
- **Maximum tables:** 3 tables/vendor
- **Approval process:** Once your application is submitted, BBRLC's assistant manager will review and will send an approval or rejection by email within 5 business days.
- **Payment deadline:** We encourage all vendors to submit payment once they receive their approval email. However, the absolute latest to make payment is Monday, November 23rd, 2026, by 4:00 pm.

Set-Up & Take-Down

- **Arrival window:** 8:00 – 9:55 am
- **Late-arrival policy:** We will NOT allow vendors to start setting up when the fair is open to the public at 10:00am. If you show up late, you will NOT be eligible for a refund.
- **Parking/unloading:** You may park at front to unload your vehicle, however, once you are set up, all vendors must park in the back parking lot and leave the front parking spaces for the public.
- **Departure requirements:** No early tear-down before 4:00 pm. Once you set up, you are required to leave your display up until 4:00 pm

Electrical

- Limited outlets
- First-come, first-served
- Vendor must supply their own extension cord

Vendor Requirements

- **Products permitted:** vendors may sell handmade crafts, artwork, baked goods, holiday items, specialty products, and other goods approved by BBRLC. Direct-sales businesses are permitted, with a maximum of one vendor per direct-sales company (first-come, first-serve). We do allow duplicate vendors however; we make every effort to make sure the vendors are not stationed next to each other. BBRLC does reserve the right to limit duplicates should we get many applicants selling the same product. Our goal is to have a variety of vendors.
- **Display requirements:** All displays and merchandise must remain within the vendor's assigned space. Please keep the space around your space clear and free from tripping hazards.
- **Payment methods:** Vendors are responsible for handling their own sale and should bring their own cash float and/or payment system. We will provide the wifi network and password the day of the event.
- **Aisle/safety requirements:** For the safety and accessibility of all guests, vendors must keep aisles, entrances, exits, and emergency access areas always clear. Displays, boxes, merchandise, and personal belongings must remain within the vendor's assigned space. Vendors are responsible for ensuring their booth and displays are safe and secure.

Food Product and Licensing

- Any vendor selling food products, including prepackaged items, must meet the applicable food licensing requirements. Vendors are responsible for obtaining the required licence or permit and displaying it at their booth during the craft fair.
- <https://www.gov.nl.ca/gs/licences/env-health/food/temp/>

Door Prize Donations

- **Optional Donation:** Vendors are not obligated to donate to the door prize and it will not affect your vendor application or approval. Vendors who wish to contribute are welcome to donate a craft items, product, certificate, or other item from their business. Vendors who donate will be recognized as a door prize contributor on our Facebook and website.
- **Door Prize Draw:** The basket of collected items will be on display during the craft fair and each person who attends the event will receive a ballot. The draw will take place on-site at approximately 3:45 pm
- **Deadline:** 9:45am on morning of the event.
- **Donation Collection:** BBRLC staff will have a table set up at the main entrance where items can be dropped off. We will also have staff going around to each table to collect items as well.

Cancellation/Refund Policy

We understand that circumstances can change. If you need to cancel your vendor registration, please notify BBRLC by email as soon as possible.

- **More than 14 days before the event:** Full refund of the vendor fee.
- **7–14 days before the event:** 50% refund of the vendor fee.
- **Less than 7 days before the event:** No refund will be issued.
- **No-shows:** Vendors who do not attend the event without notifying BBRLC will not receive a refund.
- **Late-Arrivals:** All vendors must be set up and ready to go by 9:55am. We will not allow vendors to start setting up after this time. Therefore, if you arrive after 9:55am we will not allow you to set up and you will not be eligible for a refund.

Vendor spaces are non-transferable and may not be given or sold to another vendor without prior approval from BBRLC.

If BBRLC cancels the event: Vendors will receive a full refund of their vendor fee. BBRLC is not responsible for any additional costs incurred by vendors, including travel, accommodation, supplies, or other expenses.

Promotion

- **BBRLC promotion:** BBRLC will actively promote the Christmas Craft Fair through a variety of local advertising and promotional channels, including:
 - A large event billboard located near Long Pond in Bay Bulls.
 - Small roadside signs throughout the area leading up to the event
 - Printed event posters distributed throughout the region
 - BBRLC social media channels
 - Community advertising and promotional opportunities
- **Vendor promotion expectations:** Vendors are encouraged to promote the Christmas Craft Market through their own social media channels.