



# ARTIST - ARTISAN REGISTRATION FORM

**NOVEMBER 24-26, 2022**  
**New Liskeard Fall Fair Grounds**

### DATES & TIME:

Thursday, Nov. 24<sup>th</sup> : 6 pm - 9 pm  
Friday, Nov. 25<sup>th</sup> : 9 am - 8 pm Saturday,  
Nov. 26<sup>th</sup> : 9 am - 7 pm

### VILLAGE NOËL TEMISKAMING

is a New France Village which offers you visibility and promotional opportunities for all your handcrafted creations and works of art.

- Rental of \$300 after August 30th \$350 for a 10' x 6' kiosk (32 kiosks only available) for 2 ½ days;
- The Selection Committee uses following criteria to evaluate the selection of vendors: handcrafted, traditional crafts and specialty products of the highest quality possible; priced for all ages, all tastes, and for every pocketbook

If this is your first time at the VNT, please provide photographs of products, Facebook and website addresses when sending in your registration. The Committee reserves the right to reject products and / or vendors.

### INSURANCE CERTIFICATE:

If you are selected, you will have to

submit a proof of insurance certificate.

**The certificate must be issued in the name of Centre culturel ARTEM and the City of Temiskaming Shores.** If you cannot provide an insurance certificate, you can apply for insurance at [www.palcanada.com](http://www.palcanada.com) and complete the Exhibitor Liability Application.

### RESPONSIBILITIES OF THE VILLAGE NOËL TEMISKAMING:

- Promotion of the event;
- Regional advertising;
- Your info on Facebook and VNT website .

### MATERIALS PROVIDED BY VILLAGE NOËL TEMISKAMING:

- A clean kiosk with a heating unit and interior lighting;
- A padlock and key for your kiosk;
- 2 storage shelves;
- Vendor kiosks will be listed in printed marketing, programs and onsite.;
- Night time security;
- Site entertainment.

### VENDOR RESPONSIBILITIES:

- Be present at your kiosk during the 2 ½ days of operation of VNT;
- Have all the necessary food permits required if you are selling

- food products;
- Promote VNT on your Facebook page and website;
- Make sure your tent (if tent) is securely tied to cement blocks provided;
- Provide proof of liability insurance for by Friday, September 3<sup>rd</sup>;
- Dress up in the New France theme if possible.

### IMPORTANT INFORMATION FOR VENDORS:

- Outside signage essential, and display cases will help to attract visitors;
- Provide packaging for sales;
- Bring any extra shelves, stands, tables, chairs, stools and /or carpet for the floor of kiosk;
- Bring sufficient funds for sales. CIBC, RBC, Scotiabank not far if needed;
- Leave the kiosk and the surrounding area clean and free of all materials and in the same condition it was when you first entered it. Nails, screws and other paraphernalia and garbage bags have to be removed.
- We ask that you use your social media accounts and website to advertise and invite people to the 2022 Village Noël Saturday evening, you must be in your

kiosk until the end of the parade. You cannot leave before. No vehicles are allowed on site all until pedestrians are off the streets. You must wait for the signal to be given before bringing your vehicle onto the site.

### REGISTRATION:

Fill out this form. Submit it with your photographs and/or website address. A cheque of \$300 must accompany the completed form and be submitted by August 30<sup>th</sup>, after, it is \$350. No money will be returned if you withdraw after September 30<sup>th</sup>.

The completed form must be sent or dropped off at: Centre culturel ARTEM-Village Noël Temiskaming 324 Whitewood Avenue / Box 2687 Temiskaming Shores, ON P0J 1P0 or call: 705-647-8500 or 705-648-0843 to make arrangements and/or more information.



## REGISTRATION FORM

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ TENT (MAX 10 X 10): YES NO

ELECTRICITY - APPLIANCES USED: \_\_\_\_\_ WATTAGE NEEDED: \_\_\_\_\_

Cheque included for \_\_\_\_\_ (Make cheque payable to: Centre culturel ARTEM / Village Noël Temiskaming)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

705-647-8500 • [villagenoeltemiskaming@hotmail.com](mailto:villagenoeltemiskaming@hotmail.com)  
Please send .jpeg or .eps version of your logo to [info@centrearrem.org](mailto:info@centrearrem.org)