

# The ALCHEMY OF GATHERING

WELLNESS - COMMUNITY - CREATIVITY

Saturday, June 29<sup>th</sup> (11-6) & Sunday, June 30<sup>th</sup> (11-4)

At the Kitty Coleman Woodland Gardens – 6183 Whitaker Rd, Courtenay, BC

Exhibitor Application Form 2024

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Social Media Links – Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Website: \_\_\_\_\_

Brief description of your business and products or services: \_\_\_\_\_

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Please be advised, the descriptions, photos and social media info you give, will be used in promotional material for this event and listed on website and social media platforms.

Gates open at 1030am both days. Event officially starts at 11am on Saturday with an opening ceremony and ends at 6pm. Sunday ends at 4pm.

Exhibitor outdoor space is 10ft x 10ft with breathing room:

\_\_\_ \$200 exhibition fee for 10ft x 10ft space

\_\_\_ \$175 workshop facilitator/exhibition fee for 10ft x 10ft space

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Please provide your own complete set-up and display materials, such as tents, tables, chairs, weights, etc. This is an outdoor event, please prepare for all weather. Electricity is NOT available on site.

Early **set-up** is available, and highly recommended, on **Friday, June 28<sup>th</sup> from 3pm till 8pm**. Or set-up on **Saturday, June 29<sup>th</sup> starting at 8am** and completed by 10:30am. There will NOT be security on site, but location is on private property in a quiet neighborhood.

Spaces will be allocated upon arrival. Exhibitors will be able to drive their vehicle to their space to unload. Please unload vehicle, then move vehicle to parking area before starting to set up. No vehicles in the Sunset Gardens after 10am. All exhibitors must be onsite by 10am, or they forfeit their fee and space.

Gates open to the public at 10:30am. Opening ceremony starts at 11am.

Take down begins on Sunday, June 30<sup>th</sup> at 4pm – NO EARLY TAKE DOWN. Suggest packing up your set-up first and then driving in your vehicle to load.

Exhibitor insurance is NOT required, but highly recommended. Personally, I use DUUO an online company.

There will be workshops happening in the barn near the entrance both days starting at 12pm. There are 6 spots available for workshop facilitators. If interested, contact Jenna Walker at [jennacba@gmail.com](mailto:jennacba@gmail.com) for more details.

Applications will be under review once received to determine applicant fits with the event. Decisions will be given within one week of receiving completed application form. A copy of the completed application form can be emailed to [jennacba@gmail.com](mailto:jennacba@gmail.com) or mailed to 2585 Carstairs Dr, Courtenay, BC, V9N 4A3

Once accepted, FULL payment is required to secure your spot at *the Alchemy of Gathering*.

**Payment options once accepted:**

- A payable invoice with a \$3.75 charge can be sent through Square, if requested
- Etransfer sent to [jennacba@gmail.com](mailto:jennacba@gmail.com) (automatic deposit)
- Good old cash

**Raffles:**

There will be 2 raffles for attendees to enter and win a copy of my book '*A Guide to the Collective Awakening: Advice, Tools & Art Projects*' with which this event is inspired. If you would like to include something small from your business, that would be great! Maybe even a gift card towards services or products. These items will be collected on the Saturday morning of the event. Winners announced Sunday at 4pm.

**Refunds:**

If, for any reason, you need to cancel, a full refund will be provided up until June 1<sup>st</sup>, 2024. Then, up until June 22<sup>th</sup>, 2024, exhibitor fee, minus a \$50 administration fee, will be refunded if the spot can be filled.

For any questions or concerns, please contact:

Jenna Walker 250 650 5203 or [jennacba@gmail.com](mailto:jennacba@gmail.com)