



# 3rd Annual Christmas Craft Show

Co-Sponsored by  
Ontario Chamber and Ontario Parks & Recreation Department

## Crafter / Vendor Registration Form



**Date:** November 11, 2017 (2<sup>nd</sup> Saturday in November)  
**Time:** 9:00AM to 4:00PM  
**Location:** Town of Ontario Community Center Gym  
 Casey Park, 6551 Knickerbocker Road, Ontario, NY 14519  
 \*\*No Admission Charge -- Free Parking\*\*

**Contact:** Chamber Secretary, Cheryl Legg, with any questions.  
 Email: [clegg@rochester.rr.com](mailto:clegg@rochester.rr.com) / Phone: (585) 315-0935

**Registration:** Please plan to join us for this **Exciting Retail Opportunity** to begin your 2017 Christmas Activities. Registration is open to all types of crafters; home-based businesses; and nonprofit organizations.

**Registration Fee:** \$25.00/Table (\$15.00/Nonprofits); \$5.00/Electricity; \$10.00/Table Rental. **Fees are non-refundable.**

**Set up:** Friday 2:30-6:00PM  
 Saturday 7:30-9:00AM on morning of event

**Tear down:** 4:00PM - All vendors/exhibitors are expected to remain open until 4:00PM - no exceptions

**Advertising:** In local newspapers and businesses; chamber website (including Facebook and Newsletters; Ontario Parks & Recreation Dept. town-wide mailing and Community Center Newsletters; email blasts; Internet

**For Convenience:** Vendor tables are available for rent (6') @ \$10.00 as well as Electricity @ \$5.00 (*Be sure to indicate Yes or No on form below*)  
 Food and drinks will be available for purchase; however, you cannot bring drinks without covers in the gym.

**Required to Bring:** 6' or smaller table (if not rented), chairs, products, brochures, samples

**Raffle Info:** Raffle prize drawings will be allowed and the responsibility of the vendor/exhibitor at their table  
 ----- **Detach, Fill Out and Mail With Payment** (Please Print) -----

Name: ..... Contact Phone #: .....

Address: .....  
 (Street) (City, State, Zip)

Type of Craft/Products To Be Sold: .....

*If possible, please email photo of your work to [clegg@rochester.rr.com](mailto:clegg@rochester.rr.com) to be used in promotional material for the show*

Electricity Needed:	Yes (\$5) <input type="checkbox"/>	No <input type="checkbox"/>
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Table:	Bring Own <input type="checkbox"/>	Rent (\$10) <input type="checkbox"/>
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For Profit Org (\$25): <input type="checkbox"/>	Non-Profit Org (\$15): <input type="checkbox"/>
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(MUST Check One Check-Box in Each Section Above)

I (individual listed above) assume all risks (damages, losses, judgments, accident or other) and do hereby release and hold harmless all other Ontario Chamber Members and Ontario Parks & Recreation Department, Staff, and Volunteers.

Exhibitor/Vendor Signature: ..... Date: .....

Email: ..... (Confirmation of acceptance will be emailed to you)

**Make Checks Payable To: Ontario Chamber of Commerce**  
**Mail To: Cheryl Legg, RE: Craft Show, 7269 Ontario Center Road, Ontario, NY 14519-9348**



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**Crafter / Vendor Registration Form**



## Completing the Registration Form

- Complete your registration and be sure to follow instructions for mailing registration form and payments.
- Be sure to **clearly** state all information on the registration form.
  - The registration fee is \$25.00 / \$15.00 for non-profits.
  - If you require electricity, be sure you are placing an X in the correct space and include \$5 to your registration fee.
  - If you are renting a table, be sure you are placing an X in the correct space and include \$10 to your registration fee.
    - **Please Note:**
      - It is your responsibility to bring your own chairs. Chairs will not be provided.
      - It is also your responsibility to bring your own extension cord(s)/power strip(s).
  - Booth sizes will be 7' deep x 10' wide (**outside parameter booths are 10' wide by 7' deep; inside parameter booths are 7' wide by 10' deep**)
  - If you have any additional information (i.e., want to sit by someone you know, would like a booth on the wall, etc.), please add a notation on the back of the registration form.
- **Registration fees are non-refundable.**
  - Cancellations will be filled within 5 business days of the cancellation with the exception of the last week prior to the show, which will be filled immediately.
  - Confirmation emails (or USPS, if no email) will be sent within five days of receipt.
- Follow instructions to mail your registration form directly to **Cheryl Legg at 7269 Ontario Center Road, Ontario NY 14519-9348**. Your checks must be made out to "**Ontario Chamber of Commerce**".
- Processing of registration forms is on a *first-in* basis\*. We will use the date your check was written on and then on the date your registration was received.

**\*Crafters and Vendors who do not have email must call me at (585) 315-0935 as soon as the registration form arrives. I will be noting that date and will be deducting 3 days (approximately 3 days from date mailed) from when your check is written and received from the Post Office Box.**
- We will do our best and avoid duplicates when it comes to vendors. A substitute list will be made in case of cancellations of first vendor.
  - If you have any questions, please do not hesitate to contact Cheryl Legg at (585) 315-0935.

## Loading and Unloading

- Early setup will be the Friday prior to our event from 2:30-5:30PM and Saturday from 7:30-9:00AM on the morning of our event.
- We will have someone available to help you unload and load your vehicle(s).
- After unloading your vehicle(s), park them in the East parking lot so the buyers have room to park in the front.

## Food and Drink

- Water or drinks are allowed ONLY if they have a cover in any of the rooms.
- There will be a caterer ([Heintzelman's Marinade Magic, Inc.](#)) at our event.
  - *All food sold must be wrapped and un-open.*
  - If you need to get something to eat, contact the assigned person at the Chamber table to have someone come to sit in your booth until you return.