



4th Annual Christmas Craft Show

Co-Sponsored by
Ontario Chamber and Ontario Parks &
Recreation Department
Crafter / Vendor Registration Form



Date: November 10, 2018 (2nd Saturday in November)
Time: 9:00AM to 3:30PM
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 / Phone: (585) 315-0935

Registration: Please plan to join us for this **Exciting Retail Opportunity** to begin your 2018 Christmas Activities.
Registration is open to all types of crafters; home-based businesses; and nonprofit organizations.

Registration Fee: \$30.00 Booth Fee (\$20.00/Nonprofits); \$5.00/Electricity; \$25.00/Table Rental. **Fees are non-refundable.**

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

Tear down: **3:30PM** - All vendors/exhibitors are expected to remain open until 3:30PM - **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') @ \$25.00 as well as Electricity @ \$5.00 (*Be sure to indicate **Yes** or **No** on form below*)
Food and drinks will be available for purchase; **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 are 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 to be used in promotional material for the show

Electricity Needed: Yes (\$5) <input type="checkbox"/> No <input type="checkbox"/>	Table: Bring Own <input type="checkbox"/> Rent (\$25) <input type="checkbox"/>	For Profit Org (\$30): <input type="checkbox"/> Non-Profit Org (\$20): <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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Completing the Registration Form – **ONLY FOR THOSE WHO HAVE NOT YET REGISTERED FOR EVENT NOVEMBER 10th**

- Complete your registration form and be sure to follow instructions for mailing registration form and payments.
- Be sure to **clearly** state all information on the registration form.
 - Registration fee is \$30.00 / \$20.00 for non-profits. Table Rental has been increased to \$25.00 as Parks and Recreation can only supply us with 10 6' tables; the Chamber is renting the additional tables for this year from a rental company. **Next year we will not be renting tables.**
 - 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 \$25 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) for those requiring electricity.
 - Booth sizes will be as follows: **(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 your 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 business 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 my Post Office Box.**
- We will do our best to avoid duplicate items 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 2:30-6:00PM** (no sooner as we have to get all of the booths marked up) and **Saturday from 7:30AM-9:00AM** on the morning of our event.
- We will do our best to have someone available to help you unload and load your vehicle(s). If you have family that can help you out, that would be much appreciated.
- After unloading your vehicle(s), park them in the East parking lot so the buyers and food trucks 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.
 - **Crafters/Vendors:** *All food sold must be wrapped and un-open.*
 - If you need to get something to eat, contact me at the Chamber table to have someone come to sit in your booth until you return; again, if you have family or friends that can help with this, it would be much appreciated.
- There will be two caterers again this year (*Heintzelman's Marinade Magic, Inc.* and *Deb's Lunch Box*).