



4th Annual Christmas Craft Show

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



Mail To: Cheryl Legg, RE: Craft Show, 7269 Ontario Center Road, Ontario, NY 14519-9348

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 is not available.
 - If you require electricity, be sure you are placing an X in the correct space and include \$5 to your registration fee.
 - **Please Note:**
 - It is your responsibility to bring your own table and chairs. **Table and 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 this year (*Heintzelman's Marinade Magic, Inc.* and *Deb's Lunch Box*).