



5th Annual Christmas Craft Show
Co-Sponsored by
 Ontario Chamber of Commerce &
 Ontario Recreation & Parks' Department
NEW CRAFTER / VENDOR REGISTRATION FORM



Date: November 9, 2019 (2nd Saturday in November)
Time: 9:00AM to 3:30PM
Location: Town of Ontario Community Center Gym
 Casey Park Community Center GYM 6551 Knickerbocker Road
 ** NO ADMISSION CHARGE ~ FREE PARKING **

Please Plan To Join Us For This EXCITING RETAIL OPPORTUNITY to Begin Your 2019 Holiday Activities

- REGISTER NOW:** Registration is **NOW OPEN** to all types of crafters, home-based businesses and non-profit organizations
- CONTACT/QUESTIONS:** Cheryl Legg, **Craft Show Chairperson**, Secretary of Ontario Chamber of Commerce
E-MAIL: clegg@rochester.rr.com **PHONE:** (585) 315-0935
- SHOW FEES:** **CRAFTER** Booth Fee = \$30.00 **NON-PROFIT** Booth Fee = \$20.00 **ELECTRICITY** Fee = \$5.00
Tables Are Not Provided/Included **FEES ARE NON-REFUNDABLE**
- SET-UP TIMES:** **FRIDAY,** November 8th from 2:30 to 6:00 p.m.
SATURDAY, November 9th from 7:30 to 9:00 a.m.
- BOOTHS READY:** 9:00 a.m. SHARP on Saturday, November 9th
- TEAR DOWN TIME:** **3:30 p.m.** All Vendors/Exhibitors Are Expected To Remain Open Until 3:30 p.m. - **NO EXCEPTIONS**
- ADVERTISING:** Local Newspapers, Local Businesses; Chamber Website, Chamber Facebook, Chamber Newsletter, Chamber E-Blasts, Chamber Member Reminders, Community Center Newsletter *Program Guide* For Ontario Recreation & Parks' Department (Web Page, Community Sites)
- FOOD & BEVERAGE:** Food & Beverages Will Be Available For Purchase; **NO** Beverages Without Covers Allowed In Gym
- TABLES REQUIRED:** Crafters/Vendors Provide 6 Foot Or Smaller Tables, Chairs, Products, Brochures, Samples
- RAFFLES BY CRAFTERS:** Raffle prize drawings ARE allowed and are the responsibility of the vendor/exhibitor at their booth
- Fill Out, Detach & Mail With Payment To Cheryl Legg, RE: Craft Show, 7269 Ontario Center Rd, Ontario, NY 14519-9348-----

NAME: **CONTACT PHONE #:** **HOME:** Yes No / **CELL:** Yes No
 (Please Print)

MAILING ADDRESS (Number, PO Box, Street, City, State, Zip):

TYPE OF CRAFT/PRODUCTS TO BE SOLD >>

(If possible, please email photo of your work to clegg@rochester.rr.com for promotional material)

Electricity Needed:	Yes (\$5) <input type="checkbox"/>	No <input type="checkbox"/>
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For Profit Org (\$30):	<input type="checkbox"/>
Non-Profit Org (\$20):	<input type="checkbox"/>

(MUST Check One Check-Box in Each Section)

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 Recreation & Parks Department, Staff, and Volunteers. (Confirmation of acceptance will be emailed to you)

Exhibitor/Vendor Signature: Date: E-Mail:



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Completing the Registration Form – ONLY FOR THOSE WHO HAVE NOT YET REGISTERED FOR EVENT NOVEMBER 9th

- Complete your **REGISTRATION FORM** and be sure to follow instructions for mailing registration form and payments.
- Please be sure to **clearly** state all information on the **REGISTRATION FORM**.

CRAFTER Booth Fee = \$30.00

NON-PROFIT Booth Fee = \$20.00

ELECTRICITY Fee = \$5.00 Be sure to place an X in the correct space for electricity AND include \$5.00 fee

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 = (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 Five (5) business days of the cancellation.
 - Cancellations in the last week prior to the show will be filled immediately.
 - Confirmation e-mails (or USPS, if no E-mail) will be sent within five (5) business days of receipt.
- **REMINDER:** Mail your registration form directly to **Cheryl Legg at 7269 Ontario Center Road, Ontario NY 14519-9348.**
- **MAKE CHECKS PAYABLE TO: "Ontario Chamber of Commerce, Inc."**
- Processing of registration forms is on a *first-in* basis* using the date your check was written and then the date your registration was received.
 - *Crafter and Vendors with e-mail will receive e-mail confirmation when check is received.
 - *Crafters and Vendors **who do not have E-mail** must call Cheryl Legg at (585) 315-0935 as soon as the registration form arrives. She 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 her mailbox.
- We make our best efforts to avoid duplicate items offered by 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 is the **FRIDAY prior to our event from 2:30-6:00PM** (*no sooner; we have to get all of the booth floor spaces marked*) and **SATURDAY morning 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), **PLEASE** park in the lot EAST OF (behind) the gym to allow space for customers & food truck vendors to park in the front parking lot.

FOOD AND DRINK

- Water or beverages is allowed in any of the rooms only if they have a cover
- **FOOD SOLD BY Crafters/Vendors must be wrapped and unopen.**
- If you need to leave your booth to obtain food, beverage or other purpose, contact Cheryl Legg at the Chamber table at the show entry to have someone cover your booth until you return.
- If you have family or friends who can help with this, it would be much appreciated.
- There will be one food truck vendor this year: *Heintzelman's Marinade Magic, Inc.*