



5th Annual Holiday Craft Show
Co-Sponsored by
 Ontario Chamber of Commerce, Inc. &
 Ontario Parks & Recreation Department
CRAFTER / VENDOR REGISTRATION FORM



Date: November 5, 2022 (1st Saturday in November)
Time: 9:00AM to 3:00PM
Location: Town of Ontario Community Center Gym, 6551 Knickerbocker Road
 ** **NO ADMISSION CHARGE ~ FREE PARKING** **

REGISTER NOW: Registration is **NOW OPEN** to all types of crafters, home-based businesses and non-profit organizations

CONTACT/QUESTIONS: Sherry Verstraete / Brian Natale, **Craft Show Chairpersons**, Ontario Chamber of Commerce
E-MAIL: sverstra@rochester.rr.com **PHONE:** (585) 820-8801

SHOW FEES: **CRAFTER/VENDOR** Booth Fee = \$30.00 **NON-PROFIT** Booth Fee = \$20.00
ELECTRICITY Fee = \$5.00
Tables and Chairs Are Not Provided/Included **FEES ARE NON-REFUNDABLE**

SET-UP TIME: **FRIDAY,** November 4th from 2:30 to 6:00 p.m. only
SATURDAY, November 5th from 8:00 to 9:00 a.m. **final event prep only**

BOOTHS READY: 9:00 a.m. **SHARP** on Saturday, November 5th

TEAR DOWN TIME: **3:00 p.m.** Saturday, November 5th All Crafters/Vendors Will Remain Open Until 3:00 p.m. – **NO EXCEPTIONS**

ADVERTISING: Local Newspapers, Local Businesses, Ontario Chamber of Commerce Website, Facebook, Newsletter, E-Blasts, Membership Reminders, Ontario & Parks & Recreation Web Page, Community Sites and Publications

FOOD & BEVERAGE: Food & Beverages Will NOT Be Available. **NO** Beverages Without Covers Allowed in Gym

TABLES REQUIRED: Crafters/Vendors Provide 6 Foot or Smaller Tables, Chairs, Products, Brochures, Samples, Hand Sanitizer

RAFFLES BY CRAFTERS: Raffle prize drawings ARE allowed but are the responsibility of the Crafter/Vendor at their booth

Fill Out, Detach & Mail with Payment by **September 17th, 2022, To Sherry Verstraete, RE: Craft Show, 2840 Ridge Road, Williamson, NY 14589 (checks returned for insufficient funds bank fees will be charged to issuer)**
Make check payable to: Ontario Chamber of Commerce, Inc.
Reverse Side of this form: Crafter/Vendor Notes / Requests

NAME: _____ **CONTACT PHONE #:** _____
 (Please Print)

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

TYPE OF CRAFT/PRODUCTS TO BE SOLD: _____

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

Exhibitor/Vendor Signature: _____ **Date:** _____ **E-Mail:** _____
 (Please Print)



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REGISTRATION BEGINS NOW AND ENDS SEPTEMBER 17TH

- Complete your **REGISTRATION FORM** and be sure to follow instructions for mailing the form and payment(s)
 - ✓ If you have any additional information, please add a notation on the back of your registration form. Do not assume current or prior correspondence/requests will be adhered to.
 - ✓ Mail registration form directly to **Sherry Verstraete, RE: Craft Show, 2840 Ridge Road, Williamson, NY 14589**
 - ✓ **Make Check Payable to: Ontario Chamber of Commerce, Inc.**
 - ✓ Applications will be accepted on a 1st come, 1st serve basis
 - ✓ If you do not make the cut off time and space becomes available, you may be contacted
- Please **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
 - ✓ **Table and chairs will not be provided**
 - ✓ *Bring your own extension cord(s)/power strip(s) for those requiring electricity
- **REGISTRATION FEES ARE NON-REFUNDABLE**
 - ✓ If you must cancel, please let us know

BOOTH SIZES

- Perimeter 10' wide by 7' deep

LOADING AND UNLOADING

- Early setup is **FRIDAY, November 4th, 2:30-6:00pm ONLY**
 - ✓ It is your responsibility to get your items unloaded and your booth set up, then on Saturday, November 5th, taken down. The Chamber of Commerce / Parks & Recreation Dept. do not have the manpower or equipment, as in the past, to assist with this
 - ✓ After unloading your vehicle(s), park in the lot EAST OF (behind) the gym to allow space for other crafters / vendors to unload
 - ✓ On Saturday, park in the lot EAST OF (behind) the gym to allow space for our customers to park in the front parking lot. The parking lot is available for Holiday Craft Show guests only

FOOD AND DRINK

- Water or beverages allowed in any of the rooms only if they have a cover
- Food sold by Crafters/Vendors must be wrapped and unopen

COVID GUIDELINES

- Any COVID guidelines, in place, at the time of the Holiday Craft Show will be adhered to
 - ✓ Chamber of Commerce / Parks & Recreation Dept. will not take responsibility for monitoring people
 - ✓ Crafters / Vendors will supply hand sanitizer for their personal use, be responsible for their booth etiquette, product compliance i.e.: touching, sampling, customer contact, masks etc.

If you have any questions or suggestions, please contact **Sherry Verstraete at (585) 820-8801**