

KIWANIS CLUB OF RIDGETOWN – www.ridgetownkiwanis.com
Artisan and Craft Show: Vendor Application
November 2 & 3, 2019

Name: _____

Business Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone : (H) _____ (B) _____

Email Address: _____

Type of Craft: (List all types and describe fully, beginning with your main crafts attaching a separate page if more room needed):

All items for sale at the show must be handcrafted by the persons selling and displaying at the show. No finished goods purchased by the vendor and resold will be allowed.
Quality and originality of work will be the deciding factor in acceptance of submitted contracts. All new applicants must submit 4 - 6 photos representing the work you created and plan to sell.
Vendors will be allowed to display and sell only those crafts that have been listed on their application form.
All food vendors must adhere to the food handling standards as set out by the Municipal Health Unit for inspected kitchens and carry appropriate insurance.

Cost of Booth Space – refer to map for group locations
Group A - \$150.00, Group B - \$100.00, Group C - \$120.00, Group D - \$80.00
In addition to booth space cost – if you require tables we will arrange table rental at the cost of \$15.00 per table. No chairs will be provided to vendors.

Number of 8 ft. tables required in your space: _____ \$15.00 rent for each table

Access to hydro is limited. Do you require? _____

BOOTH NUMBERS REQUESTED: Refer to the attached map to identify location of booths.

First Choice: Booth # _____ Second Choice: Booth # _____
Third Choice: Booth # _____ Fourth Choice: Booth # _____

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Show Guidelines:

Booths will not be allocated on a first-come, first-served basis. Category of craft will be accepted on a first-come first-served basis in order to ensure a wide variety of quality crafts and goods available for the customers. You will be informed by telephone or email as to acceptance or waiting list status upon receipt of your application. Although every effort will be made to provide exhibitors with one of the four location choices, the Kiwanis Club of Ridgetown reserves the right to move exhibitors to another location, if deemed necessary, for proper organization of the show. You will be contacted to discuss the change in location before the event.

A vendor representative must be present at all times during the show's operational hours (10:00 am – 4:00 pm) on both days and keep booth intact until close on Sunday.

All vendors and merchandise sold must stay within the designated boundaries of your booth space.

Remember when setting up your space to leave room for you!

There are areas throughout the auditorium that we must leave open to comply with safety regulations – you cannot use these areas.

Kiwanis Club of Ridgetown will not be held responsible for the collection or remittance of taxes.

Vendor setup times: Friday, Nov 1 2:00 pm–7:00 pm, Saturday 8:00 am

Show times: Saturday and Sunday 10:00 am to 4:00 pm

For application information contact Debbie Button at 519-674-2874

Mail your completed application and photos to: Debbie Button, P.O. Box 160, Ridgetown, ON N0P 2C0 or Completed applications may emailed to: admin@ridgetownkiwanis.com

No registration will be complete until the booth fee has been paid. Payments are due by September 30, 2019, cheques payable to Kiwanis Club of Ridgetown. No refunds will be made for cancellations after October 1, 2019. Vendors who cannot attend due to weather conditions will not be eligible for a refund.

I agree that although reasonable care will be taken with my exhibit, the Kiwanis Club of Ridgetown will not be responsible should any loss or damages that may occur. I have read and agree to the show guidelines and criteria for allowable items to be sold at the show.

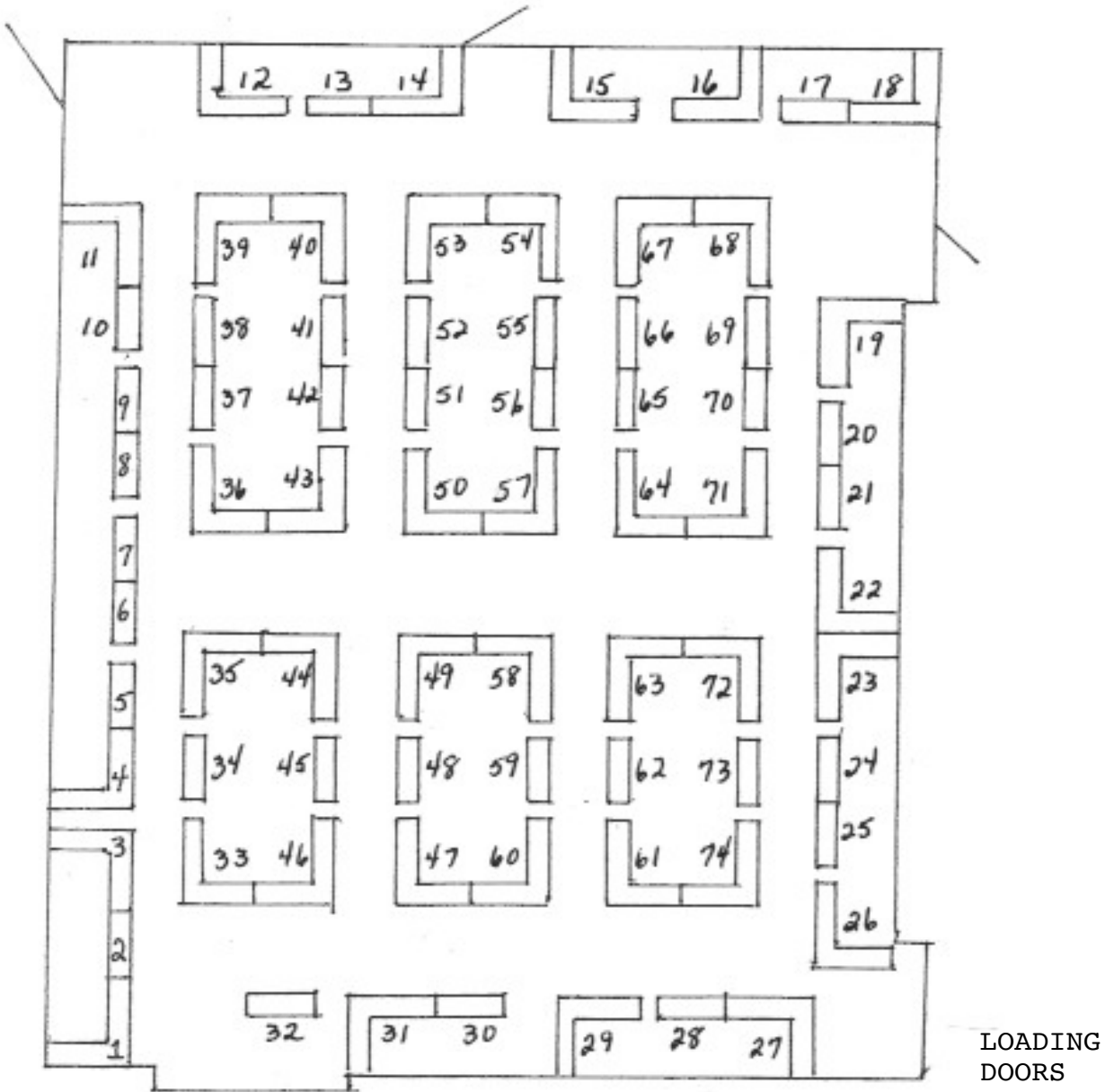
Date: _____ **Signature:** _____

OFFICE USE ONLY

2018 Booth Number: _____ Fee Received & Date Received: _____



**Artisan and Craft
Show,
November 2 & 3, 2019
Floor Plan**



LOBBY



Booth Fees:

GROUP A	Booth #'s	1, 3, 4, 11, 12, 14, 15, 16, 18, 19, 22, 23, 26, 27, 29, 31
Frontage:	10.5 feet	L-shape along auditorium wall
Depth:	9.0 feet	\$150.00 + no hst = \$150.00
GROUP B:	Booth #'s	2, 5, 6, 7, 8, 9, 10, 13, 17, 20, 21, 24, 25, 28, 30, 32
Frontage:	8.0 feet	Single table along auditorium wall
Depth:	9.0 feet	\$100.00 + no hst = \$100.00
GROUP C:	Booth #'s	33, 35, 36, 39, 40, 43, 44, 46, 47, 49, 50, 53, 54, 57, 58, 60, 61, 63, 64, 67, 68, 71, 72, 74
Frontage:	10.5 feet	L-shape located in centre of auditorium
Depth:	9.0 feet	\$120.00 + no hst = \$120.00
GROUP D:	Booth #'s	34, 37, 38, 41, 42, 45, 48, 51, 52, 55, 56, 59, 62, 65, 66, 69, 70, 73
Frontage:	8.0 feet	Single table located in centre of auditorium
Depth:	9.0 feet	\$80.00 + no hst = \$80.00