

# 2018 Ranchlands Spring Craft Fair

# EXHIBITOR CONTRACT & APPLICATION

Presented by the Ranchlands Community Association

April 28<sup>th</sup>, 2018 (10:00 am – 3:00 p.m.)

Please complete and return this form with payment by:

- cheque (mail or drop off: **Ranchlands Community Association, 7713 Ranchview Dr NW, Calgary, AB, T3G 2B3**),
- e-Transfer ([ranchlandscommunity@outlook.com](mailto:ranchlandscommunity@outlook.com)),
- cash or Interac payment (by appointment only).

Upon acceptance of your registration and receipt of payment, confirmation will be forwarded to you via email.

**Please note that exhibit space will not be confirmed until full payment is received.**

**Registration Information – please print CLEARLY in PEN.**

Exhibitor Name \_\_\_\_\_

Company name (state product or service) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email (required) \_\_\_\_\_

Website \_\_\_\_\_ Yes, you may release contact info to media \_\_\_Yes \_\_\_No

Contact Name \_\_\_\_\_ Yes, please add contact to RCA email list \_\_\_Yes \_\_\_No

Special Requirements: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Price per booth includes GST	Table Rental Fee	Total Cost
6' rectangular table	\$25.00	
Electricity available on limited basis along the wall only – on a first come, first served basis	\$10.00	
<b>TOTAL OWING</b>		

**By signing this Registration form, the Exhibitor acknowledges and agrees that they have read, understood, agreed to and will abide by the Ranchlands Craft Fair rules. (NEXT PAGE)**

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For further RCA Spring Craft Fair information please contact: **Morgan & Serah at 403-241-0335 or email [ranchlandscommunity@outlook.com](mailto:ranchlandscommunity@outlook.com)****

## RCA Spring Craft Fair Vendors

Thank you for your interest in being a vendor at the 2018 Ranchlands Community Association Craft Fair on Saturday, April 28<sup>th</sup>, 2018 from 10:00 a.m. to 3:00 p.m. at 7713 Ranchview Dr NW (Ranchlands Community Association).

### Set-Up

- Vendors may arrive anytime between 8:30 am and 9:30 am on Saturday, April 28<sup>th</sup> to set up your table
- Table set-up and unloading should be completed no later than 9:45 am
- Table clothes/coverings will NOT be provided. Please bring your own
- A Vendor Map with your location will be emailed to you **2 days prior to the event**. Maps will also be available at the front table during set-up.
- 2 Chairs will be available behind your table
- Most stock will need to be stored under your table as space behind the tables will be limited

### Parking

- Vendors may park in the Ranchlands Community Association parking lot **ONLY DURING SET-UP and CLEANUP** so you can unload and reload your products and supplies
- Vendors must then move their vehicles and park in either of the adjacent school lots or on the street to make room for craft fair customers

### Admission/Concession

- The craft fair will be open to the public from 10:00 am to 3:00 p.m.
- Admission is free to all customers
- There will be a concession with food and drinks available at reasonable prices for both customers and vendors

### Advertising

- We have advertised on our website ([www.ranchlandscommunity.ca](http://www.ranchlandscommunity.ca)) and our Facebook page (Ranchlands Community Association), as well as on several online event sites in Calgary to help get the word out. We will have a bold sign going up in the community the last two weeks of April. Please assist us by directing your customers to our website or Facebook page on your own social media to help promote this event. The Facebook link for this event is: <https://www.facebook.com/events/1317491144937069/>

### Clean-Up

- You can begin take-down at 3:00pm. Please do not begin taking things down before the sale time to the public has ended. All take-down must be completed by 4:00pm
- You may move your car into the Ranchlands Community Association parking lot during that time for easier loading

### Cancellation Policy

- A full refund will be given to a vendor that cancels on or before March 28<sup>th</sup>, 2018
- A 50% refund will be given to a vendor that cancels between March 29<sup>th</sup> and April 21<sup>st</sup>, 2018
- There will be no refunds given after April 21<sup>st</sup>, 2018.