

2018 Ranchlands Craft Fair

EXHIBITOR CONTRACT & APPLICATION

Presented by the Ranchlands Community Association

December 1st, 2018

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),
- cash or Interac payment (by appointment only).

Entries and payment received by **October 15th 2018** qualify for Early Bird pricing.

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.

Name: _____

Company name & product sold _____

Address _____

City _____ Prov. _____ Postal Code _____

Phone _____ Cell Phone _____

Email (required) _____

Website _____ Yes, you may release contact info to media ___ Yes ___ No

Special Requests: _____

*Donated Item for Gift Basket (value of approx. \$10): _____

Price per booth includes GST	Early Bird (by Oct. 15, 2018)	Regular Price	Total Cost
6' rectangular table	\$40.00	\$50.00	
Electricity available on limited basis along the wall only – on a first come, first served basis	\$5.00	\$10.00	
TOTAL OWING			

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 Christmas Craft Fair information please contact: The office at 403-241-0335 or email ranchlandscommunity@outlook.com

RCA Christmas Craft Fair Vendors

Thank you for your interest in being a vendor at the 2018 Ranchlands Community Association Craft Fair on Saturday, December 1st, 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 8:00 am and 9:30 am on Saturday, December 2rd 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 out on Wednesday, November 28th, please do not ask for locations earlier than this date as it will not be available.
- 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

*Donations/Admission/Concession

- We are asking each vendor to donate one item with a value of approximately \$10 to our gift baskets that will be in a draw. Tickets for the draw will be \$2 each. All proceeds for the gift basket draw will be donated to the Calgary Food Bank
- Admission to the craft fair is a food bank or cash donation to The Calgary Food Bank
- Each vendor will receive a ticket for a free coffee and a free hot dog lunch with chips and drink

Advertising

- We have advertised on our website (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 week of November 19th. 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 November 1st.
- A 50% refund will be given to a vendor that cancels between November 2nd and November 23rd.
- There will be no refunds given after November 23rd.