



Vendor Application

Thank you for your interest in participating in Batawa's **Spring Craft Fusion**, on June 4th. Please return your application by **Friday, April 22, 2016**.

DATE AND LOCATION

Craft Fusion will take place on **Saturday, June 4th, 2016** at the **Batawa Community Centre** (81 Plant Street, Batawa) from **9AM – 3PM**. The facility provides a large, open concept hall, with washrooms, lots of free parking, onsite ATM, and canteen services.

Vendor parking is in the north lot located across the street from the Community Centre to allow the closer parking for our guests.

COST

1. A **Booth space** is an 8' x 9' floor space, includes one 8' by 2.5' table. Cost: \$50.00
2. A **Table space** is an 8' x 4' floor space, includes one 8' by 2.5' table. Cost: \$35.00

NOTE: We restrict exhibitors to a limited number of like products. Please kindly apply as early as possible to ensure a space. HST is included in the above prices.

ADVERTISING

Event marketing will include:

- ▲ *Advertisement in local newspapers*
- ▲ *Advertisement on Kijiji*
- ▲ *Chamber of Commerce e-newsletter*
- ▲ *Broadcast e-mail promotion to over 1000 contacts*
- ▲ *Event feature in the Batawa Bulletin*
- ▲ *Poster distribution to Batawa homes (115 homes + 11 apartment units)*
- ▲ *Press Releases to the local newspapers and radio station 1 week prior to event date*
- ▲ *Posting on www.batawa.ca and www.batawaskihill.com*
- ▲ *Road signage on Highway 33 and region*
- ▲ *Poster distribution throughout Quinte*
- ▲ *Each vendor will be provided with 5 posters for distribution (more if requested)*
- ▲ *Posting on Twitter and Facebook*

SET UP AND TEAR DOWN

All vendors are strongly encouraged to set-up on **Friday, June 3, 2016, 12:00PM - 4:30PM**. On June 4th, set-up time is at 7:30AM. Please indicate on application form if you have any special needs/requests, so there are no last minute changes to assigned space.

We request a donation from your selection of crafts for a door prize. Please drop off upon arrival.

All vendors are to stay the full day, until 3PM, unless previously discussed with organizers.

We ask that all vendors respect property and equipment during set up, event day, and tear down. Any damages will be billed to the vendor. Please refrain from wearing strong perfumes/scents that may affect people with sensitivities. Thank you!

Please sign below to demonstrate that you have read and agree to all the above.

Vendor Name	Date
Signature	

VENDOR INFORMATION

Business Name	
Contact Name	
Product Information: <i>Please submit a photograph of your product for advertising.</i> <i>Only items described on the application can be sold. We will be restricting the number of like products.</i>	Primary Product:
	Secondary Product:
	Additional Products:
Address & Postal Code	
Telephone	
E-Mail	
Website	
Special request: <i>(We will try to accommodate your needs, no guarantees.)</i>	
Please indicate the exhibition space you require.	<input type="checkbox"/> Booth – 8’ x 9’ floor space, includes 1 table, 2 chairs. \$50.00 <input type="checkbox"/> Table– 8’ x 4’ floor space, includes 1 table, 2 chairs. \$35.00

Payment (\$50 per Booth, \$35 per Table space) to accompany form.

Payments can be made by cash or cheque.

Please make cheques payable to Batawa Development Corporation.

Please note that event is subject to a minimum vendor response. All payments are fully refundable up to May 13th. All vendors will be notified on or before May 6th, 2016 for confirmation. Thank you!



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