

Thank you for your interest in participating in Batawa's **Christmas Craft Fusion!** Please fill out the form below and send page 2. to the Batawa Development Corporation with payment by **August 31, 2018. The sooner the better, as space is limited.**

DATE AND LOCATION

Craft Fusion will take place on **Saturday, November 17th, 2018** at the **Batawa Community Centre** (81 Plant Street, Batawa) from **9AM – 3PM**. The facility provides a large, open concept hall, fully accessible and lots of free parking. We will provide onsite ATM.

VENDOR SPACE CHOICES AND COST

1. **Booth** - includes an 8' X 8' space, with one 8' table plus 2 chairs. Limit: 1 booth/vendor
Cost: \$50.00 (HST included) 8' table can be replaced with a 6' table, upon advance request.
2. **Table** - includes an 8' X 4' space, with one 8' table plus 2 chairs.
Cost: \$35.00 (HST included) 8' table can be replaced with a 6' table, upon advance request.

NOTE: We will be restricting vendors to limited like products. Early registration is encouraged.

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, including over 500 past guests*
- ▲ *Event feature in the Batawa Bulletin*
- ▲ *Poster distribution to Batawa homes (115 homes + 11 apartment units)*
- ▲ *Posting on Twitter and Facebook*
- ▲ *Press Releases to the local media 1 week prior to event*
- ▲ *Posting on www.batawa.ca and www.batawaskihill.com*
- ▲ *Lots of Road Signage around the region*
- ▲ *Poster distribution throughout Quinte*
- ▲ *Each vendor will be offered small flyers for distribution*

SET UP AND TEAR DOWN

Preferred set up will be on **Friday, Nov 16th, 10 a.m.-4:00 p.m.** Saturday morning setup is between 7:45AM – 8:45AM. Let us know if you require more time.

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

Tear down is to begin no sooner than 3PM as we often have late arrivals at our Christmas show.

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 that may affect people with sensitivities to odours.

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

Name

Date

Signature

VENDOR INFORMATION

Business Name	
Contact Name	
Product Specific Information: <i>Please submit a photograph of your product if not done so already. Only items listed 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	
List special requests, we will try to accommodate: <i>(ex. hydro, wall)</i>	
Please indicate your space choice.	<input type="checkbox"/> Booth – 8’ x 8’, includes 1 table plus 2 chairs. \$50.00 <input type="checkbox"/> Table space – 8’ x 4’, includes 1 table plus 2 chairs. \$35.00

Payments can be made by cash or cheque. Receipt will be provided. No refunds after Oct. 31, 2018.
Please make cheque payable to Batawa Development Corporation.

All payments are fully refundable if the event is cancelled.

All vendors will be notified on or before October 13, 2018 for event confirmation.



Mail: Batawa Development Corp.
81 Plant St., Batawa, ON,
K0K 1E0
Phone: 613-398-6111

Fax: 613-398-6150
Email: cdc@batawa.ca
Direct: 81 Plant Street, Batawa (at the Community Centre)

