

Thank you for your interest in participating in Batawa's **Christmas Craft Fusion**. Please fill out the form below and send to the Batawa Development Corporation by **October 24<sup>th</sup> 2014**

**DATE AND LOCATION**

Craft Fusion will take place on **Saturday, November 22<sup>nd</sup>, 2014** 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.

**COST**

1. A **Booth** includes a floor space of 10' wide by 10' deep. You will be provided one 8' by 2' table. Cost: \$50.00
2. A **Table** includes a 8' wide by 5' deep floor space, and one 8' by 2' table. Cost: \$35.00

***NOTE: Limited booths and tables are available and we will be restricting exhibitors to limited like products. Please be sure to apply as early as possible to ensure a space.***

**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)*
- ▲ *Posting on Twitter and Facebook*
- ▲ *Press Releases to the local newspapers and radio stations 1 week prior to event date*
- ▲ *Posting on [www.batawa.ca](http://www.batawa.ca) and [www.batawaskihill.com](http://www.batawaskihill.com)*
- ▲ *Signage on Highway 33 and around region*
- ▲ *Poster distribution throughout Quinte*
- ▲ *Each vendor will be provided with 5 posters for distribution*

**SET UP AND TEAR DOWN**

All vendors are encouraged to set up on Friday, November 21<sup>st</sup>, 2014 from 12PM – 4PM. If you require extended hours please contact us, and we will be happy to accommodate. You may also set up between 7:30AM – 8:30AM on Saturday, November 22<sup>nd</sup>. Exhibition spaces will be assigned. Vendors are welcome to bring their own tables. We request a donation from your selection of crafts as a door prize on the day of the event.

We require all vendors to stay the full day of the event (9AM – 3PM). Tear down for the events begins no sooner than 3PM, unless discussed and approved by the event coordinator the before event date. 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 sign below to demonstrate that you have read and agree to all the above.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**VENDOR INFORMATION**

<b>Business Name</b>	
<b>Contact Name</b>	
<b>Product Information:</b>  <i>Please submit a photograph of your product.</i>  <i>We will be restricting the number of like products. Only items listed on the application can be sold during Craft Fusion. Any items that are not listed will not be permitted on display.</i>	Primary Product:
	Secondary Product:
	Additional Products:
<b>Address &amp; Postal Code</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Website</b>	
<b>Special request:</b> <i>(We will try to accommodate your needs if possible)</i>	
<b>Please indicate what exhibition space you require</b>	<input type="checkbox"/> Booth – a 10’ x 10’ floor space, including 1 table (8’ x 2’). \$50.00  <input type="checkbox"/> Table– a 8’ x 5’ floor space, including 1 table (6’ x 2’). \$35.00
<b>Payment (\$50 per exhibition booth, \$35 per table booth) to accompany form.</b> Payments can be made by cash or cheque. Please make cheques payable to Batawa Development Corporation. No refunds after October 24 <sup>th</sup> 2014.	

Please note that event is subject to a minimum vendor response.

All payments are fully refundable if the event is not held.

All vendors will be notified on or before October 24<sup>th</sup> 2014 for event confirmation.



**Mail:** Batawa Development Corp.  
 P.O. Box 1097, Batawa,  
 ON, K0K 1E0  
**Phone:** 613-398-6111

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

