

Prospect Road Crafters' Market Registration Form

Saturday October 19th, 2019 10am - 4pm
Prospect Road Community Centre; 2141 Prospect Road, Hatchet Lake

CONTACT NAME: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

BUSINESS/BOOTH NAME: _____

SOCIAL NETWORK/WEBSITE: _____

BRIEF DESCRIPTION OF ALL CRAFTED ITEMS:

(i.e. wood products, jewelry): _____

ARE YOU SELLING ANY CONSUMABLES? YES _____ NO _____

PLEASE FILL IN APPROPRIATE AREAS

NUMBER OF SPACES REQUIRED (up to 3 @ 40.00/each) # OF SPACES _____ COST _____

NUMBER OF TABLES REQUIRED (up to 1 per space included in price) _____

DO YOU REQUIRE ELECTRICITY: YES _____ NO _____

RETURNING VENDOR: YES _____ NO _____

Do you prefer to have the same table as last year? YES _____ NO _____ Table # _____

Any special requests _____

FORM OF PAYMENT: _____ Cash _____ Cheque _____ E-transfer

(CHEQUES - **Please make cheques payable to BARB WALTERS**; The Prospect Road Crafters Market Treasurer)

(E-TRANSFERS - Please send e-transfers to sehidyzinck@gmail.com, and put your name and business name in the memo. Please use the password: **prospect**)

VENDOR REGISTRATION FEE: \$40.00 for each space to a maximum of 3

Registration form & payment must be received by **June 30, 2019**. *However, for returning vendors, there is a cut-off date of **May 27, 2018** to have your application in to guarantee the same space as last year; If application is received after May27, there will be no guarantee of the same space.*

All forms & payments received by JULY 1, 2019 or later are subject to an additional \$20.00 charge.

In the event of an unforeseen circumstances (ex: a major weather event such as a hurricane) whereby the Crafters' Market must be cancelled, the Organizing Committee will refund 75% of cost of market spaces; and 25% will be retained to cover administrative and advertising costs.

PLEASE MAIL/EMAIL BOTH PAGES (1 AND 2) OF THE SIGNED REGISTRATION FORM WITH PAYMENT TO:
REGISTRAR

Sehidy Zinck
76 Melanson Lane
Brookside, NS
B3T 2K9

If emailing – sehidyzinck@gmail.com

If you have any questions, please visit our website: craftersmarket.prospectcommunities.com email
craftersmarket@prospectcommunities.com

Notes:

-Registration is not guaranteed upon application.

-Missing information will delay processing of your application.

You will be notified by the registrar if your application has been accepted after July 30, 2019.

-You may bring your own tables and displays/backdrops. They must have proper bases so they do not damage the floors.

-The building must be vacated by 6:30pm Saturday, after cleanup.

Sign here to indicate that you have read & agree to abide by the Prospect Road Crafters' Market Participant Standard Guidelines included on the next page.

SIGNATURE: _____

***Please note that if the signature page is emailed it is considered signed and the Guidelines have been agreed to.**

NAME OF VENDOR:	
CRAFT CATEGORY:	CONSUMABLES? YES _____ NO _____
PHONE #:	EMAIL:
NUMBER OF SPACES:	NUMBER OF TABLES:

FOR OFFICE USE ONLY

DATE RECEIVED:	
AMOUNT RECEIVED:	NUMBER OF SPACES:
REGISTRAR INITIALS:	ELECTRICITY:
TREASURER INITIALS:	TABLE NUMBER:

**Prospect Road Crafters' Market
Participant Standard Guidelines 2019**

Please keep these guidelines for future reference

- A limited number of tables are available for each craft. Final category selection are at the discretion of the officers of the market.
- All items offered for sale/service must be hand-crafted. No franchised or mass produced/manufactured or re-sale item permitted. We are a craft show, we do not permit fundraising tables or raffles. Anyone attempting to sell items that do not meet these standards will be asked to leave, forfeiting their registration fee.
- **Although we do our best to place vendors with sensitivities away from those that sell scented products, please be mindful of those that have sensitivities to scents and fragrances by refraining from wearing scented products.**
- Each application must be accompanied with full payment (cash or cheque). Cheques payable to Barb Walters, Treasurer, etransfers to sehidyzinck@gmail.com If your application is not accepted your payment will be returned in full
- Upon acceptance into the Market, no fees will be refunded (Some exceptions apply)
- No postdated cheques or holding of cheques permitted. NSF cheques will result in immediate cancellation of registration.
- Booths/tables are to be set up in accordance to the fire regulations. All extension cords must be taped with painters tape to the floor for safety. Nothing is to protrude across the aisles. Nothing is to be stuck on or nailed into the walls. Display tables, chairs, display stands and backdrops must have finished bottoms to avoid damaging the Community Centre floors. No staples or tacks to be used on Community Centre tables.
- Under no circumstance is a participant to expand beyond their allotted space. Set up of tables, displays and backdrops must be within their designated space.
- All tables are to be skirted to the floor (cloths are not provided). No boxes are to be stacked in view of customers.
- Set up times will be Friday 7:00-9:00pm and Saturday 8:00-9:30am. All participants must have completed set up by Saturday at 9:30am.
- **Except for emergencies, there will be no breakdown of displays prior to show closing, those that do will not be invited back.**
- All participants are responsible for their own float.
- All food items must be packaged. Samples for tasting are the only exception.
- No pets permitted.
- **Participants must park at the back of the building after unloading.**
- Participants are asked not to wear scents; the Community Centre is scent-free.
- Smoking is permitted outside in the designated areas only. The gym backdoor is a fire exit only and is not to be used for exit/entry during the show.
- Crafters participating in the Market are not permitted to offer crafts at reduced or discounted prices during the market. No reduction in prices will be allowed for last minute sales.
- All items including refuse are to be removed by the participant at the end of the show, nothing is to be left in the Community Centre.
- The PROSPECT ROAD CRAFTERS' MARKET organization will assume no responsibility for personal injury, or for lost, damaged or stolen items.
- *It is requested that vendors donate one article to contribute to the Door Prize – to be collected half hour prior to the opening of the Market*