

PROSPECT ROAD CRAFTERS' MARKET REGISTRATION FORM

Saturday October 22nd, 2022, 10:00 AM – 4:00 PM

Prospect Road Community Centre, 2141 Prospect Road, Hatchet Lake

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

BUSINESS/BOOTH NAME: _____

WEBSITE: _____

BRIEF DESCRIPTION OF ALL CRAFTED ITEMS: _____

ARE YOU SELLING ANY CONSUMABLES? YES _____ NO _____

PLEASE FILL IN APPROPRIATE AREAS:

NUMBER OF SPACES REQUIRED (UP TO 3 @ \$45.00 EACH): _____

TOTAL COST: _____

NUMBER OF TABLES REQUIRED: _____

DO YOU REQUIRE ELECTRICITY? YES _____ NO _____

RETURNING VENDOR? YES _____ NO _____

ANY SPECIAL REQUESTS: _____

FORM OF PAYMENT: CASH _____ CHEQUE _____ E-TRANSFER _____

(CHEQUES – PLEASE MAKE PAYABLE TO BARB WALTERS (The Prospect Road Crafters' 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: \$45.00 FOR EACH SPACE UP TO A MAXIMUM OF 3

Registration form & payment must be received by:

RETURNING VENDORS – JUNE 6TH – JUNE 19TH

NEW VENDORS – JUNE 20TH – JULY 31ST

ALL FORMS & PAYMENTS RECEIVED AFTER SEPTEMBER 1ST OR LATER ARE SUBJECT TO AN ADDITIONAL \$20.00 CHARGE.

In the event of unforeseen circumstances – ex: a major weather event, Covid restrictions- whereby the Crafters' Market must be cancelled, the Organizing Committee will refund 75% of cost of market spaces: 25% will be retained to cover administrative and advertising costs.

PLEASE MAIL/EMAIL BOTH PAGES 1 & 2 OF THE SIGNED REGISTRATION FORM WITH PAYMENT

TO:

REGISTRAR
Sehidy Zinck
76 Melanson Lane
Brookside, NS
B3T 2K9

IF EMAILING – sehidyzinck@gmail.com

PLEASE NOTE:

- **Registration is not guaranteed upon application**
- **Missing information will delay processing your application**
- **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 6:30 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: _____

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 2022

PLEASE KEEP THESE FOR FUTURE REFERENCE

- A limited number of tables are available for each craft. Final category selection is 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 items 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 made payable to Barb Walters, Treasurer, e-transfers 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 is permitted. NSF cheques will result in immediate cancellation of registration.
- Booths/tables are to be set up in accordance with 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 circumstances is a participant to expand beyond their allotted space. Set up of tables, displays and backdrops must be within their designated spaces.
- All tables must be skirted to the floor (cloths not provided). No boxes are to be stacked in view of customers.
- Set up time will be Friday 7:00 – 9:00 pm and Saturday 8:00 – 9:30 am. All participants must have completed set up by Saturday at 9:30 am.
- **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.