

PROSPECT ROAD CRAFTERS' MARKET REGISTRATION FORM

Saturday, November 2nd, 2024, 10:00 AM – 4:00 PM
Prospect Road Community Centre, 2141 Prospect Road, Hatchet Lake

(PLEASE PRINT CLEARLY)

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY _____ POSTAL CODE _____

PHONE: _____ EMAIL: _____

BUSINESS/BOOTH NAME: _____

RETURNING VENDOR? YES _____ NO _____

SOCIAL MEDIA HANDLE: _____

(For advertising purposes, if you don't use social media feel free to email pictures)

ARE YOU SELLING ANY CONSUMABLES? YES _____ NO _____

BRIEF DESCRIPTION OF ALL CRAFTED ITEMS: _____

DO YOU REQUIRE ELECTRICITY? YES _____ NO _____

(Plugs are limited and access to power cannot be guaranteed)

ANY SPECIAL REQUESTS: _____

VENDOR REGISTRATION FEE: **\$45.00 FOR EACH SPACE UP TO A MAXIMUM OF 3**
SPACES ARE 6X4' AND INCLUDE A 6X2.5' TABLE AND 2 CHAIRS.

NUMBER OF SPACES REQUIRED: _____

NUMBER OF TABLES REQUIRED: _____

TOTAL COST: _____

PLEASE PRINT AND MAIL PAGES 1 & 2 OF THE SIGNED REGISTRATION FORM WITH PAYMENT TO:

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

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**)

PLEASE NOTE:

- Registration is not guaranteed upon application
- Missing information will delay the processing of your application.
- Make sure to provide a full mailing address.
- The building must be vacated by 6:30 Saturday, after cleanup.
- The same table number as the previous year is not guaranteed.
- Vendors are not allowed to set up before 7:00 PM. You will find a map by the Gym entrance with your name and table number.
- *Registration form & payment must be received by:*
 - *RETURNING VENDORS – MAY 15TH – MAY 31ST*
 - *NEW VENDORS – REGISTRATION OPENS JUNE 1ST AND ENDS AUGUST 15th*
- *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 the cost of market spaces: 25% will be retained to cover administrative and advertising costs*

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: _____

**PROSPECT ROAD CRAFTERS' MARKET
PARTICIPANT STANDARD GUIDELINES 2024**

PLEASE KEEP THIS PAGE 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 handcrafted. 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 with sensitivities to scents and fragrances by refraining from wearing scented products.**
- Each application must be accompanied by 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 following 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 to the walls. Display stands, and backdrops must have finished bottoms to avoid damaging the Community Centre floors. No staples or tacks are to be used on Community Centre tables.
- **Under no circumstances can a participant expand beyond their allotted space of 6' long by 4' wide. Set up of tables, displays and backdrops must be within designated spaces. The space between tables is for getting in and out and not for setting up extra tables and racks. Everything is set up per fire regulations.**
- All tables must be skirted to the floor (tablecloths 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. **VENDORS ARE NOT ALLOWED IN BEFORE 7:00 PM.** All participants must have completed set up by Saturday at 9:30 am.
- **EXCEPT FOR EMERGENCIES, THERE WILL BE NO BREAKDOWN OF DISPLAYS BEFORE THE SHOW CLOSING, THOSE THAT DO, WILL NOT BE INVITED BACK.**
- All participants are responsible for their float.
- All food items must be packaged. Samples for tasting are the only exception.
- No pets are permitted.
- Prospect Road Crafters Market Committee is not responsible for lost or stolen goods.
- **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.
- **The exits are not to be blocked at any time for any reason.**