

KINGSTON SHEEP DOG TRIALS at Grass Creek Park

Friday, Saturday & Sunday August 5, 6 & 7, 2011

HANDCRAFT/COMMERCIAL BOOTH

This form is to be completed and returned to the City of Kingston Recreation & Leisure Services with a cheque, money order, or credit card number. Early registration will guarantee your spot! Deadline for registration is July 22, 2011. Cheques are to be made payable to **City of Kingston, Recreation & Leisure Services**, 76 Ordnance Street, Kingston, Ontario K7K 5V1.

Name of Group/Business _____

Contact Name: _____

Address: _____

Telephone Home: _____ **Work:** _____

Email _____

Type of Craft/Display: _____

I will set up: Thurs, August 5, 1:30 to 4:30pm or Friday – 6:30am to 8:45am

Note: There will be limited (8) spaces available inside our large tent available on a first come, first served basis. All but those 8 vendors, will be required to supply their own 10 x 10 shade tent.

Do you prefer a space inside the tent? _____

Do you require electrical service? __ (Limited access to Power - available on first come, first served basis)

Fees: (note – booth fee is for one 10x10 booth only.)	
<input type="checkbox"/> \$75.00/ flat rate – Handmade Crafts/Art- 10 x 10 booth	
<input type="checkbox"/> \$175.00/flat rate each – Commercial Booths – 10 x 10 booth	
Note: A Booth includes table and 2 chairs – additional tables available, please note below if required.	
For each additional table add \$8.00	
Plus 13% HST	
Total	
TOTAL AMOUNT ENCLOSED	
Visa/Mastercard #	
Expiry Date:	

Note: configuration of booth space may vary depending on individual needs

For further information please contact: Paul Turner (613) 546-4291 ext. 1890

Rules and Regulations

- 1) All Craft and Artisans applications are juried by a committee. It is helpful if you can provide pictures (either hard copy or electronic) of your product with your application or bring a sample to the office.
- 2) Organizers reserve the right to determine whether a product will be considered in the craft or commercial category, as it relates to the payment of fees.
- 3) All vendors must be set up and ready to go by no later than 9am on the days they are scheduled to be on site, and must not tear down/leave before 5pm unless by agreement with the organizing committee. Booths are expected to be manned at all times throughout the event.
- 4) Each vendor will be given **two admission bracelets** for booth workers at no charge. All other friends/family members will be required to pay the admission fee to the event. Other arrangements may be considered on a per case basis depending on the circumstances of such a request (ie volunteer organization,) which must be submitted in writing or via email to the organizers at least two weeks in advance of the event.
- 5) We are attempting to 'Green Up' our festival. We hope you will consider this when purchasing your packaging materials. Only recyclable materials may be left behind, and they must be properly packaged/tied. The disposal of all non recyclables will be the responsibility of the vendor and must be removed from the site at the end of the event. Failure to adhere to this rule may result in an additional disposal fee to the vendor.
- 6) A parking area will be assigned to all crafters and vendors. Vehicles may be brought to the craft tent to unload but must be moved to the assigned area before you set up.
- 7) Security is provided on site during the course of the trials, so craft booths may be left overnight. While every effort will be made to ensure the security of individual booths, we encourage vendors to remove any electronics or products that are easily removable for their own security. i.e. laptops, etc. The vendor is responsible for securing their own tent at night i.e. use a tarp to close up the tent at night if your tent does not come with sides.
- 8) On Saturday evening, crafters who set up inside our craft tent will be required to dismantle/move their booth to accommodate the Handlers dinner. Assistance will be provided to you if required. You can avoid having to move, by locating outside the main tent under your own 10 x 10 shade tent.
- 9) Part of the tent is used for a Sheep to Shawl competition on Saturday, and organizers reserve the right to reconfigure the booth set up so as to make the best use of space before or following the competition.
- 10) Set up may be done on Thursday, August 4 during the afternoon, or on Friday morning between 6:30am and 8:45am. Other set up times may be available if it is possible to accommodate you, but you must contact Paul Turner directly to make arrangements.