






2019 KW Knitters' Fair VENDOR APPLICATION FORM

Sponsored by the K-W Knitters' Guild

Saturday, September 14, 2019

(2 pages)

Business/Store Name	
Primary Contact	
Email Address	
Mailing Address, City, Postal Code	
Telephone Number	
Website Address	
Social Media Handle	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <input type="checkbox"/> </div> <div style="text-align: center;">  <input type="checkbox"/> </div> <div style="text-align: center;">  <input type="checkbox"/> </div> </div>

Description of goods: In the space below, and **after reading the Vendor Selection policies on page 1 of the Welcome Letter**, please check all items you plan to bring to the Fair. The Fair Committee will use this to help determine the eligibility of each vendor.

<input type="checkbox"/> Yarn	<input type="checkbox"/> Patterns	<input type="checkbox"/> Books
<input type="checkbox"/> Fibre	<input type="checkbox"/> Bags	<input type="checkbox"/> Equipment (needles, etc)
<input type="checkbox"/> Kits	<input type="checkbox"/> Notions	<input type="checkbox"/> Other, describe: _____

Space Requirements: Each standard booth space is 10'x10'x 8' height and comes supplied with drapery, 1 skirted table and 1 folding chair. If you book multiple spaces, you will be provided with 1 table and 1 chair for each space. For extra tables or chairs, please specify below or contact us *before August 31*.

To rent carpet, other furniture, and decorations, contact Hahn Rentals (www.hahnrentals.com).
Payment is made directly to Hahn Rentals.

For each standard booth space, choose either a 6'x2.5' or 8'x2.5' table, at no cost difference. Please inform us *before August 31* if your needs change.

Item	Unit Cost	# Requested	Table Size (1 per booth)	Total Cost
Standard Booth (max. 3)	\$225		# of 6' long tables ____ # of 8' long tables ____	
Micro Market Table (max. 1)	\$150		**includes ONE 8' long table	
Extra table (Standard booth only)	\$30		# of 6' long tables ____ # of 8' long tables ____	
Extra folding chair	\$4			
Extra padded chair	\$6			



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Cancellation Policy: A vendor who cancels prior to August 1st will be subject to a 20% cancellation fee. **No refunds will be given if cancellation occurs after August 1st.** The Fair Committee has the right to use any cancelled or unoccupied space as they deem fit.

Vendor Acceptance: Vendors are not considered accepted to participate in the event until they are notified by the Fair Coordinator. Submitting the Vendor Application Form with or without payment does not automatically imply that space has been granted.

Additional Opportunities: Vendors are welcome to contribute 1-2 items to the Fashion Show, to promote their booth location and contents. Items are modelled by volunteers before very appreciative crowds. Vendors are also requested to donate 1-2 items to the door prize table; every paying attendee receives one ballot, and some items are kept as volunteer door prizes.

Fee Payment: Vendor payment is due upon application acceptance. Please only submit payment once your application has been accepted and you have received notification from the Fair Coordinator. Full booth payment must be received by July 16, 2019. Booth payment can be made online, however additional tables and chairs cannot be purchased online.

Cheque: Please make your cheque payable to **K-W Knitters' Fair** (no post-dated cheques), send to:

K-W Knitters' Fair
 P.O. Box 40010
 75 King St. S
 Waterloo, ON N2J 4V1

PayPal: Visit www.kwknittersguild.ca/fair and create or log into your account to make a payment.

Insurance: All vendors (Micro Market exempt) must submit their **Proof of Liability Insurance Certificate by July 19, 2019** (see requirements in the Welcome Letter).

Please submit this form by June 30th, 2019. Booth payment must be received by July 16, 2019. Your booth cannot be guaranteed after that date, but all efforts will be made to find space.

Vendor Agreement to Terms: By signing below, the vendor representative confirms they have read and agree to be bound by the Fair policies as expressed in the Welcome Letter, including but not limited to the exclusion of liability found on page 3 of the Welcome Letter.

Vendor Signature	
Date	

Fair Committee Use Only	APPLICATION RECEIVED	
	PAYMENT RECEIVED	
	INSURANCE RECEIVED	