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“ROCKIN’ AROUND THE XMAS TREE 2019©” - November 17th, 2019 - 11am - 4pm
Club Regent Hotel - 3rd Floor BALLROOMS - 1415 Regent Ave W, Winnipeg, MB R2C 3B2

Early Bird Rates available until Sept 1/19 with payment (Select applicable option)

BALLROOM OPTION #1:

1 x 8 ft. Table (<i>Centre Middle - No Rack Space</i>) (8 x 6)	= \$85 _____	Early Bird = \$75 _____
1 X 8 Ft. Table + Wall (<i>No Rack Space</i>) (8 x 6)	= \$90 _____	Early Bird = \$80 _____
1 x 8 ft. Table + Wall + Electrical (<i>No Rack Space</i>) (8 x 6)	= \$95 _____	Early Bird = \$85 _____

BALLROOM OPTION #2 (ONLY 2 Spots Available for each choice):

1 x 6 ft. Table + 2 ft space for racks (<i>Centre End</i>) (8 x 6)	= \$85 _____	Early Bird = \$75 _____
2 x 6 ft. Tables + 4 ft space for racks + Wall (16 x 6)	= \$145 _____	Early Bird = \$125 _____

BALLROOM OPTION #3:

2 x 8 ft. Tables (<i>Centre Middle - No Rack Space</i>) (16 x 6)	= \$145 _____	Early Bird = \$125 _____
2 X 8 ft. Tables + Wall (<i>No Rack Space</i>) (16 x 6)	= \$150 _____	Early Bird = \$130 _____
1 x 8 ft. Tables + 8 ft Rack Space + Wall (16 x 6)	= \$150 _____	Early Bird = \$130 _____
2 x 8 ft. Tables + Wall + Electric (<i>No Rack Space</i>) (16 x 6)	= \$155 _____	Early Bird = \$135 _____

LEFT / RIGHT HALLWAYS + WALL + ELECTRICAL:

1 x 8 ft. Table (8 x 6)	= \$115 _____	Early Bird = \$95 _____
1 x 8 ft. Table + 4 ft space + Wall + Electrical (12 x 6)	= \$135 _____	Early Bird = \$115 _____

MAIN FRONT HALLWAY BOOTHS + WALL + ELECTRICAL:

Regular Booth + 1 x 8 ft. Table (8 x 8)	= \$150 _____	Early Bird = \$125 _____
Display Booth + 2 x 8 ft. Tables (10 x 10)	= \$175 _____	Early Bird = \$150 _____
Corner Booth + 2 x 8 ft. Tables (12 x 12)	= \$200 _____	Early Bird = \$175 _____

****Please Choose your Table Options accordingly to the best space suited to your needs****

If you do not need tables, please indicate next to your choice of space.

Be aware that this show is not scent free + placement may not always be away from scents.

Electrical spaces are for those that require lighting & rack displays, not just for cell phone charging only.

If you have racks or other props, choose space indicated that accommodates them.

If you are unsure of space choice, please ask.

APPLICATION:

Submit via email BEFORE PAYMENT - **DO NOT send payment prior to acceptance.**

UPON ACCEPTANCE:

Payment and Communication time line is 5 business days if we do not hear from you within this time frame your application will be null & void - NO Holds On Tables unless approved with deposit.

E-TRANSFER Auto Deposit: Payment automatically deposited.

If your bank/institution does not allow e transfer auto deposit, Please email us with your regular e transfer at:

treasuredgiftsnthings@gmail.com using the following:

Security Question: November Password: shows (if shows is too short use shows1)

*****Note** Using E-transfers: Confirmation emails sent via your bank when deposited which is a Receipt for your Records.***

CHEQUE: Mail to: Sheri Lasure 238 Sansome Ave. Winnipeg, MB R3K 0P6 (Cheque payable to: Sheri Lasure)

Please attach copy of Application when paying via cheque

LICENSE/S / CERTIFICATE/S / INSURANCE: I have read / understand guidelines presented to me by the City of Winnipeg / Province of Manitoba / Health Canada that pertain to my business & will be responsible for any Licence/s / Certificate/s / Insurance that I must have on hand & will present documents if asked by an Inspector.

Signature: _____ **Date:** _____

By signing/typing my name above, I accept the Conditions & Guidelines listed above/below for Treasured Gifts 'n Things©
Treasured Gifts 'n Things© has the right on discretion for Vendor approval and will not share your information.

VENDOR INFORMATION

FIRST NAME:	LAST NAME:
COMPANY NAME:	PHONE (home)
ADDRESS:	PHONE (cell)
CITY/POSTAL CODE:	EMAIL:
INSTAGRAM:	FACEBOOK:
ONLINE STORE:	WEBSITE:

PRODUCT INFORMATION

*(Detailed information Please! (You **MUST** list your product/s that you are intending to sell as categories are limited - See below on guidelines and conditions)*

SPECIAL REQUIREMENTS: *(Wheel Chair, Scent Allergies, etc.)*

DIRECT SALES / MLM / DISTRIBUTORS:

Please indicate your “parent” company below. We DO NOT duplicate Direct Sales / MLM / Distributors.

INFORMATION - CONDITIONS & GUIDELINES - TGNT "ROCKIN' AROUND THE XMAS TREE 2019®"

LOCATION: Canad Inns Club Regent Hotel - 1415 Regent Ave W, Winnipeg, MB R2C 3B2

DATE: November 17th, 2019 **TIME:** 11:00a.m. - 4:00 p.m.

- **PAYMENT + PAYMENT OPTIONS:** Listed above.
- **CATEGORIES:** Are limited for diversity among our vendors. This allows a balance in creativity and diversity without a lot of competition for the benefit of all our Vendors. If you find another vendor has something similar to yours and is a concern, please let us know. **You MUST disclose on your application if you are in DS/MLM.**
- **PRODUCT INFORMATION:** Please Provide Detailed information of product you wish to sell on your application Items not listed will **not be allowed**. If not in compliance, you'll be asked to remove them from your table, and can result in being asked to leave the Show immediately depending on circumstances.
- **NO REFUND** will be given after October 1st unless **extenuating** circumstances apply.
- **PAYMENTS ACCEPTED:** Email Transfer, Cash, Cheque. ****Note**** \$20.00 SC will be applied on NSF cheques & paid via e transfer, cheques will no longer be accepted and acceptance in future shows may be jeopardized.
- **ADVERTISING:** is built into your Table Cost. Includes: Bright Colourful Signage - Outside/Inside of Venue, *Chat-terBlock - Eventsi, To Do Canada, Eventful, Eventbrite, Events + Activities In Winnipeg, APTN, Manitoba Craft Shows, Online Newspapers.* **Paid Advertising includes:** Social Media Accounts - Facebook/Instagram, Kijiji, Eventsi, Events in Manitoba + Specialty Advertising. ****Average Advertising Budget: \$2000.00 + per show****
- **RECEIPTS:** E-mail Transfer's & Cashed Cheques are considered as an accepted receipt for Tax Purposes. If you require a receipt, you **must** request one via email.
- **SET-UP 8:30 - 10:30** - Doors will open at 8:30 a.m. for set up. Kindly register to obtain your table location. Set up to be completed by 10:30 a.m. If you are delayed or can not make it please kindly notify us. **Welcome Vendor Meeting: 10:45 a.m.** - Any questions will be answered.
- **HOURS OF OPERATION & TEAR DOWN** - Doors open at 11:00 am closing at 4:00 pm. Out of respect for fellow Vendors & Customers, we ask that you **remain set-up until 4:00pm**. If not in compliance, all confirmations & acceptance into future shows will be jeopardized & **no refunds will be given**. Please keep your area neat and free of any garbage/debris during and after the show & free from obstacles that could cause injury.
- **UNLOADING AND LOADING:** When using Main Entrances, take care not to block entrance or fire lanes. Unload & loading of vehicles to be done in a timely manor. **Hotel Trolley's** - are provided for use as a privilege to us by the Hotel, **please return** after using.
- **PARKING** is free, be conscientious of handicap parking, no parking stalls & leave close parking for customers.
- **CHARITABLE SILENT AUCTION DONATIONS:** Charity of Choice (TBA), all Proceeds collected from our Raffle goes directly to charity. We ask that you supply an item(s) from your table. If you feel your product is too pricey to donate, gift certificates are welcomed. We do not put a \$\$ amount on donations, but ask that you use your discretion. Drop off at registration table before 9:30 am the day of event.
- **LICENCES:** You **must** have on hand any **License or insurance that pertain to your Business if applicable**. **Example:** Business License, Sales License, Food Safe/Handlers Certificate, Health Canada Registration information, Approval Licence or Letter allowing you to replicate Copyright & Logo items to sell.
- **TABLE COVERINGS / EXTENSION CORDS / POWER BARS / LIGHTING:** Are not provided by Treasured Gifts 'n Things or Venue. Please remember to bring your own table coverings, extension cords, power bars, lighting, bags, tissue paper etc. Table coverings should cover your table and "hide" anything underneath. Table coverings are available to rent for a \$15 fee if needed, please advise **prior** to event date if you require.
- **TABLE OPTIONS:** *Are listed above, take into consideration your display and your needs.*
- **An All Day Water Bar + Tables & Chairs** are provided for our Vendors unless otherwise stipulated
- **NO** pins, tacks or tape on the walls. If you have display racks please be certain they don't mar the walls. Your set-up **must not** interfere with neighbouring vendors. You may be asked by the Organizers to remove or adjust your set-up. Stay within your boundary. An attractive well organized Display will attract potential customers.
- **Dress Code Accepted is Business Casual:** Dressing "sloppy" reflects on you & your business.
- We and the hotel **are not responsible** for your cash or product/s. If you leave your area be certain to have someone monitor your area & carry your cash with you. We ask that you be present throughout the event.
- **WiFi** will be available for using The Square or other payment options.
- The Organizers are working towards your best interest - please be respectful!