



# FORT CALGARY - ARTISAN'S FAIR

## NOVEMBER 11, 2009, 11:30 AM – 5:00 PM

### EXHIBITOR SUBMISSION PROCESS

Fort Calgary is inviting Artists, Crafters and Food Vendors to participate in the 7<sup>th</sup> Annual Artisan's Fair at Fort Calgary on November 11, 2009 from 11:30 AM to 5:00 PM. This event is free for the public, with a food donation. Santa will be in attendance.

The Fair will be advertised in community newsletters, newspapers, radio and TV spots. Fort Calgary members, volunteers, donors and corporate clients will be personally invited. You will be sent invitations so that you may invite your clients, friends, family etc.

Booth Size	Table(s), chairs	Cost
4 x 8	Includes one 6ft table and 2 chairs	\$50
5 x 10	Includes one 6ft table and 2 chairs <i>NOTE: This booth size will only accommodate one 6 ft table, but in addition you can bring your own smaller table (max. 5 ft).</i>	\$60
5 x 20	Includes one 6ft table and 2 chairs <i>More tables can be ordered (\$7.50 per extra table)</i>	\$85
10 x 10	Includes one 6ft table and 2 chairs <i>More tables can be ordered (\$7.50 per extra table)</i>	\$85

Electrical is available upon request. (No access to water). We recommend that exhibitors provide extra lighting for their booth.

Please keep in mind that applications are accepted on a first come, first served basis, and space is limited. A non-refundable deposit of \$40.00 must accompany applications. The balance of your payment will be required upon arrival November 11<sup>th</sup>.

Those interested in participating must complete, in full, the attached Artisan's Fair Exhibitor Application Form. Food Vendors applications will only be accepted if accompanied by a Calgary Health Region form. Upon receipt of your application and deposit, we will confirm your registration. In October 2009, we will issue a letter advising you of the set up details, as well as the number and location of your designated spot. We will make every effort to place you away from any vendor selling similar products. Fort Calgary reserves the right to jury product and ask that inappropriate products be removed from the table the day of the sale.

Send submission to: Fort Calgary, Attn: Nicky Peeters  
PO Box 2100, Station M (#106), Calgary, AB T2P 2M5  
Fax: 403-265-6534

Questions? Contact Nicky Peeters by email me at [npeeters@fortcalgary.com](mailto:npeeters@fortcalgary.com)  
or phone 403-290-1875 ext. 239



**EARLY BIRD EXHIBITOR APPLICATION FORM**  
**Artisan's Fair –Nov 11th, 2009**

<b>Company Name:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	<b>E-Mail:</b>
<b>Mailing Address:</b>	
<b>City:</b>	<b>Postal Code:</b>
<b>Nature of Art / Craft / Food / Service</b> <small>(Food Vendors applications will only be accepted if accompanied by a Calgary Health Region application form)</small>	
..... <small>(this 3-word description will be used in our information hand out)</small>	

**What do you require?**

- 4' x 8' booth size = \$50.00
- 5' x 10' booth size = \$60.00
- 5' x 20' booth size = \$85.00
- 10' x 10' booth size = \$85.00

One table (approx 6 ft) and two chairs will be provided free of charge. Additional chairs upon request.

- Additional table price = \$7.50 x \_\_\_\_\_ (amount)= \$ \_\_\_\_\_
- Additional chairs free of charge x \_\_\_\_\_

<b>TOTAL: \$ _____</b>
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**Minimum deposit of \$40.00 is enclosed**

- Method of payment:  Cheque (payable to Fort Calgary)  Visa  
 Amex  Mastercard

If payment is to be made by Credit Card, please fill out the following:

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Amount to be charged \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_