

FOOD BOOTH INFORMATION SHEET 2004 SUNDOG HANDCRAFT FAIRE

Location: **Saskatchewan Place**, 3515 Thatcher Avenue, Saskatoon, SK. Saskatchewan Place is a multi-functional trade, sports and entertainment center with a seating capacity of over 13,000 for concerts and unlimited traffic numbers for trade and business shows. **Sask Place is acknowledged as Saskatchewan's finest trade show facility.**

Show Dates and Times:	Friday,	December 3, 2004	5:00 p.m. - 10:00 p.m.
	Saturday,	December 4, 2004	10:00 a.m. - 10:00 p.m.
	Sunday,	December 5, 2004	11:00 a.m. - 5:00 p.m.

Set Up:	Friday,	December 3, 2004	9:00 a.m. - 4:00 p.m.
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Take Down:	Sunday,	December 5, 2004	5:00 p.m. - 8:00 p.m.
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Application Deadline:	Postmarked	May 31 st , 2004
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Booth Information:

- Food Booth: \$401.25 (GST included) (8' deep and 20' frontage, approximately)
- Each booth will be provided with four 8' tables and 2 chairs. If you wish to rent others, these are available
- Additional Table: 8' - \$10.70 (GST included) extra.
- Additional Table: 4' - \$5.35 (GST included) extra
- Chairs: \$2.14 (GST included) each
- Booth curtains are 8' high at the back and 4' high at the sides.

A late charge of \$53.50 (GST included) will be added to the basic booth fee on applications postmarked after May 31st,2004.

Sundog once again will be held on both the arena and concourse levels (both levels have first class load- n/load- out capacities). A floor plan is unavailable at this time, however, accepted marketers will be assigned their booth allocation with every attempt to satisfy their location and space preferences.

NO REFUNDS WILL BE MADE AFTER AUGUST 31ST, 2004

**YOU WILL BE NOTIFIED OF THE JURY'S DECISION NO LATER THAN
JULY 15TH, 2004**

Applications returned N.S.F. will be ruled ineligible.

Electricity:

If you require electricity in your booth, please complete the SaskPlace electrical application form and return it with your Sundog application form and a post dated cheque for **September 1st, 2004** for the correct amount (**make the cheque payable to SaskPlace**) or fill out the credit card information on the form.

Temporary Food Service License:

Please read the enclosed standards for temporary Public Eating Establishments and complete the enclosed application for a Temporary Food Service License. Return to Sundog with your Sundog Application.

Booth:

Booth signs are the responsibility of the individual exhibitors. It is important that these be clearly visible. Your assigned booth number must be displayed at **all** times. Tables in the booth must be skirted and covered, with no visible cartons or boxes showing. **During the Faire you will be asked to remove any articles that have not been itemized on the application and accepted.** Booths will be evaluated during the show.

Security:

The Sundog Arts Society will provide 24-hour bonded security throughout the Faire. We do not, however, assume responsibility for damage, theft, or loss of a participants or booth display.

Requirements:

Western Concession, the food contract for SaskPlace, has allowed Sundog to operate 7 food concessions. We are the only event allowed to do so. Western asks that any beverages they sell, coffee/pop/juices, must be sold in our food booths at the same price. If you have any questions regarding this, please call.

Miscellaneous:

- Sundog Arts Society GST registration number is **12612 9634 RT**. You are responsible for looking after your own cash.
- Specific unloading times will be assigned. Please contact the coordinator if there are any questions or concerns. You will be notified of Designated Exhibitor's parking locations at a later date.
- Exhibitors are required to meet all federal and provincial tax requirements. Provincial Sales Tax **must** be charged. We are required to submit a list of exhibitors to the Department of Finance, Revenue Division. Exhibitors are responsible for obtaining a temporary tax number, if you don't already have one. For further information on this, call 1-800-667-6102.
- We would be pleased to hear from you if you have any suggestions that we might incorporate into the 2004 Faire. Remember, a marketers meeting is held before opening on the Sunday.
- We frequently receive calls inquiring where marketers retail their product other than Sundog. If you wish, please list these outlets and we can pass the information on to your customers.

Coordinator: Diane Boyko-Banda
Ph/Fax 384-SDOG(7364)
sundoghandcraftfaire@sasktel.net
www.sundoghandcraftfaire.com

Mailing Address: Sundog Arts Society
P.O. Box 7183
Saskatoon, Sk. S7K 4J1

2004SUNDOG HANDCRAFT FAIRE FOOD BOOTH APPLICATION FORM

Name (please print): _____

Address: _____ Postal Code: _____

E-mail: _____ Phone: _____

Contact person: _____ Phone: _____

MENU

Main Course: _____

Desserts: _____

Beverages: _____

Miscellaneous: _____

Previous years participation in Sundog: _____

FULL FEES MUST ACCOMPANY APPLICATION

Booth Requirements				
Item Required	Quant	Cost/Item (GST Included)	Item Total	Subtotal
Sundog Society Membership/Receipt # _____ (annual, not refundable)		\$5.00		
Food Booths (includes 4 - 8' tables & 2 chairs)		\$401.25		
8' Table (additional fee)		\$10.70		
4' Table (additional fee)		\$5.35		
Chairs (additional fee)		\$2.14		
<u>Electricity:</u> If electricity is required a separate cheque (post dated, September 1st, 2004), payable to SaskPlace, with the completed requisition must accompany this application.				
TOTAL				
Late charge if postmarked after May 31 st , 2004		\$53.50		
TOTAL				

CHEQUES PAYABLE TO: SUNDOG ARTS SOCIETY.

- NO POST DATED CHEQUES ! MONIES PROCESSED AS RECEIVED.
- A CASHED CHEQUE DOES NOT CONSTITUTE ACCEPTANCE TO THE FAIRE.
- APPLICATIONS THAT ARE RETURNED N.S.F. WILL BE RULED INELIGIBLE.

PLEASE SPECIFY YOUR UNLOADING PREFERENCE: 11:00 a.m. _____ 12:00 noon _____ Other _____

I expressly understand and agree that no claim will be made against the “**Sundog Arts Society Incorporated**” or another person associated with or employed by the Sundog Arts Society for any loss, damage, theft or destruction of my goods, nor for any injury to myself, or my agents or representatives, occurring in connection with the Sundog Handcraft Faire, nor for any damage of any nature or character whatsoever, and without limiting the foregoing including any damage to my business by reasons of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Sundog Arts Society or its authorized representative(s) in relation to myself.

I expressly understand and agree that should any contingency interrupt or prevent the holding of the Sundog Handcraft Faire, or in the event of a cancellation of the facility associated with the Faire, the liability to Sundog Arts Society Incorporated is limited to a refund to myself of booth fees. Membership fee is non-refundable. I further understand that in the event of such cancellation or interruption, that Sundog Arts Society Incorporated is in no way liable for any losses I may suffer thereby including but not limiting the generality of the foregoing, any loss of income I may suffer thereby.

Participating booths agree to allow their names, addresses, phone numbers, emails and works and or images to be used in promotion relating to the Sundog Handcraft Faire without compensation.

I attest that I understand and agree to the rules and regulations as stated in the 2004 information sheets.

Signature:_____ **Date:**_____

******DEADLINE IS MAY 31ST, 2004******

MAIL TO: Sundog Arts Society
P.O. Box 7183
Saskatoon, Sask. S7K 4J1

E-mail: sundoghandcraftfaire@sasktel.net
www.sundoghandcraftfaire.com

DO NOT WRITE IN THIS AREA: Office Use Only				
Booth Number: _____				
Number of Tables: _____		Any Additional: _____		
Number of Chairs: _____		Any Additional: _____		
Appearance of Booth:	Excellent	Good	Fair	Poor
Quality of product:	Excellent	Good	Fair	Poor
Product is/is not as presented on application.				
What items were not juried: _____				
General Evaluation:	Excellent	Good	Fair	Poor
Comments: _____				

