

**INFORMATION SHEET - INFORMATION BOOTHS
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. **SaskPlace 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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Booth Information:

- Single Booth: \$107.00 (GST included) (10' deep and 10' frontage includes 1 - 8' table & 2 chairs)
- Single Corner Booth: \$53.50 (GST included) extra
- Double Booth: \$214.00 (GST included) (10' deep and 20' frontage includes 2 - 8' tables & 2 chairs)
- Additional Table: 8' - \$10.70 (GST included) each
- Additional Table: 4' - \$ 5.35 (GST included) each
- Chairs: \$2.14 (GST included) each
- Booth curtains are 8' high at back and 4' high at the sides.

Sundog will once again be held on both the concourse and arena levels (both level have first class load in/load-out capacities). A floor plan is unavailable at this time, however, accepted participants will be assigned their booth allocation with every attempt to satisfy their space and location preferences. Corner & double booths will be assigned on a draw basis if demand exceeds supply.

Booth sharing by individuals or groups is encouraged but these must be approved by the Board of Directors. Each exhibitor must be a Sundog member and juried individually.

- **ALL FEES ARE DUE WITH THE APPLICATION FORM.**
- **ALL MONIES ARE PROCESSED AS RECEIVED.**
- **A CASHED CHEQUE DOES NOT CONSTITUTE ACCEPTANCE TO THE FAIRE.**
- **APPLICATIONS RETURNED N.S.F. WILL BE RULED INELIGIBLE.**

ALL APPLICATIONS MUST BE POSTMARKED MAY 31ST, 2004

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

**NO REFUNDS WILL BE MADE AFTER AUGUST 31ST, 2004
THE JURY'S DECISION WILL BE MADE NO LATER THAN JULY 15TH, 2004**

Electricity:

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

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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.**

Miscellaneous:

- Sundog Arts Society GST Registration number is 12612 9634 RT.
- You are responsible for looking after your own cash.
- No food will be allowed by the general public in the craft/information areas.

PLEASE CONSIDER OUR PATRONS AND PARK ACCORDINGLY !!

Co-ordinator: Diane Boyko-Banda
Phone/Fax 374-SDOG (7364)
E-mail – sundoghandcraftfaire@sasktel.net
www.sundoghandcraftfaire.com

Mailing Address: Sundog Arts Society
Box 7183
Saskatoon, Sask. S7K 4J1

DO NOT WRITE IN THIS AREA: Office Use Only

Booth App. Rect. #.:_____

Membership Rect. #.:_____

Booth #.:_____

No. Of Slides:_____

Money received:_____

Amount Owing:_____

Accepted:_____

Waiting List:_____

Not Accepted:_____

INFORMATION BOOTH APPLICATION
2004 SUND OG HANDCRAFT FAIRE FORM (please print)

Name/Organization: _____

Address: _____
_____ Postal Code: _____

E-mail:_____ Phone: _____

Contact Person (s) _____ Phone: _____
_____ Phone: _____

Previous years participation in Sundog: _____

What promotional information are you displaying, (i.e. performance tickets, raffle tickets, T-shirts with your logo etc.) ? An itemized list of promotional material to be given away or sold must be given with this application form.

BOOTH REQUIREMENTS				
Item Required	Quantity	Cost/Item (GST Included)	Item Total	Subtotal
Sundog Society Membership/Receipt #_____ (annual, non-refundable)		\$5.00		
Single Booth Includes 1 - 8' table & 2 chairs)		\$107.00		
Single Corner (additional fee)		\$53.50		
8' Table (additional fee)		\$10.70		
4' Table (additional fee)		\$5.35		
Chairs (additional fee)		\$2.14		
Electricity: If electricity is required a separate cheque (post-dated Sept 1 st , 2004), payable to SaskPlace and the completed requisition must accompany this application.				
TOTAL				
Late charge after May 31 st , 2004		\$53.50		
TOTAL				

- CHEQUES PAYABLE TO: SUND OG 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.

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.

Participants agree to allow their names, addresses, phone numbers, emails, 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: _____				

