

**SPECIALITY FOOD INFORMATION SHEET
2004 SUND OG 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 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.

Take Down: Sunday, December 5, 2004 5:00 p.m. - 8:00 p.m.

Application Deadline: **POSTMARKED MAY 31ST, 2004**

Booth Information:

- Single Booth: \$374.50 (GST included). Each booth will be a corner booth, with an approximate size of 12' x 12'. Each booth will be provided with one 8' table and 2 chairs.
- Double Booth: \$749.00 (GST included)). Each booth will be a corner booth, with an approximate size of 24' x 12'. Each booth will be provided with two 8' tables and 2 chairs.
- Additional Table 8' - \$10.70 (GST included) each.
- Additional Table 4' - \$5.35 (GST included) each.
- Chairs: \$2.14 (GST included) each.

Sundog is held on both levels of Saskatchewan Place. The Specialty Food Area is located on the Concourse level. A floor plan is unavailable at this time, however, accepted marketers will be assigned their booth allocation with every attempt to satisfy location and space preference.

- **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 31, 2003**

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

Electricity:

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

Jurying and Packaging:

Applicants must be the producer of the work sold at the Faire. Each application must be accompanied by samples of their product and a minimum of 3, maximum of 6 current slides that are typical of the product to be sold. **POOR QUALITY SLIDES WILL NOT BE CONSIDERED. NO PHOTOGRAPHS PLEASE !** Slides must be marked with your name, a red dot on the bottom left-hand corner of the front of the slide, and a slide number to correspond with the slide list on the application form. **Enclose a stamped (min \$0.98), self addressed business sized (Min. 19 cm x 27 cm or 8 1/2" x 11") envelope for slide return. Specialty Food items must be packaged in such a way that they will not be opened and eaten while at Sundog!**

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. **Please do not conduct business in any manner outside your display booth.** This includes the distribution of literature, product demonstrations or any other method of soliciting sales.

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 an exhibitor's work or display.**

Miscellaneous:

- Sundog Arts Society GST Registration number is **12612 9634 RT**.
- 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.
- You are responsible for looking after your own cash
- Specific unloading times will be assigned.
- Food is allowed in the booth at your own discretion (only for marketers). No food will be allowed by the general public in the craft areas.
- The membership fee in the Sundog Arts Society remains at \$5.00 per person per year. This covers mailing charges for application forms and information sheets as well as annual meeting notification and voting privileges. The membership fee is non-refundable and must be paid in advance along with booth fees.
- Please consider our patrons and park accordingly!!

Coordinator:	Diane Boyko-Banda	Mailing Address:	Sundog Arts Society
	Ph/fax – 384-SDOG(7364)		P.O. Box 7183
	sundoghandcraftfaire@sasktel.net		Saskatoon, Sk. S7K4J
	www.sundoghandcraftfaire.com		

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: _____

SPECIALITY FOOD BOOTH**2004 SUND OG HANDCRAFT FAIRE APPLICATION FORM (please print)**

Name of Business: _____

Name (s) of Participant (s): _____
 _____Address: _____
 _____ Postal Code: _____

E-mail: _____ Phone: _____

Type of Specialty Food: _____

Provincial Health Number: _____

Are you registered with Agriculture Canada for processing ? Yes _____ No _____

List years of previous participation in Sundog: _____

BOOTH REQUIREMENTS				
Item Required	Quant	Cost/Item (GST included)	Item T otal	Subtotal
Sundog Society Membership/Receipt # _____ (annual, not refundable)		\$5.00		
Single Craft booth (includes 1 - 8' table & 2 chairs)		\$374.50		
Double Craft Booth (includes 2 - 8' tables & 2 chairs)		\$749.00		
Additional 8' Table (additional fee)		\$10.70		
Additional 4' Table (additional fee)		\$5.35		
Additional 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 if (postmarked 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.

PLEASE SPECIFY YOUR UNLOADING PREFERENCE (please circle): 9:00 a.m. 10:00 a.m. 11:00 a.m

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 the Sundog Arts Society or its authorized representative 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 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, 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 sheet. I attest and understand that my product is not packaged and sold in individual servings for immediate consumption and I understand and agree that I will be asked to remove such items and any other products that were not juried and accepted. I understand that the Board of Directors could also close my booth if I violate these specifications

Signature: _____ Date: _____

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

SAMPLES MUST BE SUBMITTED: Included: Yes _____ Will Send At A Later Date: Yes _____

SLIDE SUBMISSIONS:

Slide Number: Materials and description:

_____	_____

_____	_____

_____	_____

_____	_____

_____	_____

