



My Sister's Place 5th Annual Women's Showcase of South Simcoe

Sunday, November 23, 2014
Tottenham Community Centre
139 Queen St North, Tottenham
10:00am-3:00pm

Vendor Application Form - Female Vendors Wanted

VENDOR DETAILS:

Options: \$55 Early Bird Registration (Before September 30, 2014)
\$75 Regular Registration (After September 30, 2014 - November 7, 2014)
Additional tables may be reserved at \$55 each.

Set up: 8:00am-9:30am **Take down:** 3:00pm-4:00pm Do not dismantle before 3:00pm.

Electrical outlets are limited, and thus on a first-registered basis.

6' - 8' tables and 1 chair will be provided. White Linens available for additional fees. If you need more chairs they will be provided if available

All Vendor tables will be located in the main gym. All marketing materials must be within your own booth, unless sponsorship is purchased

Your business name/ registration name will be used in our event brochure, social media

The cost for a vendor table is non-refundable.

PAYMENT:

- Payment by cheque payable to "My Sister's Place". Receipts will be provided upon acceptance.

Mail to: My Sister's Place, P.O. Box 533, Alliston, ON L9R 1V7.

- Payment by Email Money Transfer to **kgarwood@mysistersplace.ca** **Password:**
MSPshowcase

Deadline to submit your application is November 7th, 2014. Late submissions will not be accepted

Vendor Inquiries: mspshowcase@gmail.com



Please fill out the required information and submit via

Mail: P.O Box 533, Alliston ON L9R 1V7 FAX: 705- 435-7721

Email prfund@mysistersplace.ca

Number of Vendor Spaces Required _____

Circle preferred size (based on availability/not guaranteed): 6' OR 8'

Electrical Outlet: Yes or No

Number of White Table Linens at \$10.00 each _____

Number of Extra Chairs _____ Will you supply any marketing material Yes or No

Select (X) Option: _____ x \$55 Early Bird Registration..... \$ _____

_____ x \$75 Regular Registration..... \$ _____

_____ # of additional tables x \$55 \$ _____

Total Payment Enclosed \$ _____

Method of Payment: cheque or e-transfer

Company Name: _____

Address: _____ email: _____

Primary Contact Name: _____ Tel: _____

Description of what you will be featuring: _____

Social Media (Facebook & Twitter): _____

How I can help raise funds for My Sister's Place

Please check all that apply:

1. Sponsorship:

_____ I will have a Sponsor placement Advertisement in the Program (B&W):

_____ \$25 for 1 business card sized placement Ad. (\$35 for Colour)

Vendor Inquiries: mspwomensshowcase@gmail.com



_____ \$50 for 1 quarter page sized placement Ad. (\$65 for colour)

_____ \$75 for 1 half page sized placement Ad. (\$90 for colour)

** please note that we make no guarantee that advertisement colour will be exact to the image sent, all printers are different and produce different colour results. Higher quality images in JPEG or PNG format are accepted and can be emailed to prfund@mysistersplace.ca

2. Percentage of my profits:

_____ I pledge to donate a percentage of my choice of my net profits of this event to My Sister's Place, and I will receive a charitable tax receipt by December 31, 2014

3. Donation of my own choosing:

_____ I have included an additional donation amount of \$_____ to My Sister's Place, and I will receive a charitable tax receipt by December 31, 2014.

4. Donation of product sample to the Online Silent Auction:

___ I have included a donation of products for the online silent auction valued at \$_____ for My Sister's Place to use in the auction in the vendor basket (value between \$10 -\$30) or the product on its own (value over \$30). I will receive a charitable tax receipt by December 31,2014

** Please note all donations for online silent auction must be received before Nov 15th. Please contact prfund@mysistersplace.ca or call 705-440-7106

Upon acceptance of your application and receipt of payment you will receive an e-mail confirmation of your registration as a Vendor along with some helpful marketing tips and further event information.

Thank you for your interest and participation in

*My Sister's Place 5th Annual
Women's Showcase of South Simcoe!*

Vendor Inquiries: mspwomensshowcase@gmail.com