



**WATERLOO COUNTY KNITTERS' FAIR**  
 SPONSORED BY THE K-W KNITTERS' GUILD  
 SEPTEMBER 10, 2011

**VENDOR REQUEST FORM** (PLEASE PRINT—2 PAGES)

COMPANY NAME		
PRIMARY CONTACT	NAME	
	TITLE	
E-MAIL ADDRESS		
MAILING ADDRESS	STREET	
	CITY, PROVINCE	
	POSTAL CODE	
TELEPHONE N°	DAYTIME	
	EVENING	
	FAX N°	
WEBSITE ADDRESS		

Please link to the Fair's website at <http://www.kwknittersguild.ca> from your own website. We will be pleased to link to your site provided we have your information well in advance of the event; links are added regularly on the webmaster's schedule.

**DESCRIPTION OF GOODS:** In the space below, and after reading the Fair's policies on what types of goods are permitted at the event, please give a brief outline of what items you plan to bring. The Fair Committee will use this to help determine the eligibility of each vendor.

**SPACE REQUIREMENTS:** Each booth space is 10'x10' and comes supplied with one table approx. 8'x3' (skirted and draped) and one chair. If you book two spaces, you will be provided two tables and two chairs.

	UNIT COST	NUMBER REQUESTED	TOTAL COST
Booth Space	\$200		
Additional Table	\$25 each		
Additional Chair	No Charge		\$0
Grand Total			

**CANCELLATION POLICY:** A vendor who cancels prior to August 1st will be subject to a 20% cancellation fee. No refunds will be given if cancellation occurs after August 1st. The Fair Committee has the right to use any cancelled or unoccupied space as they deem fit, without compensation to any cancelled vendor.

**VENDOR ACCEPTANCE:** Please note that vendors are not considered accepted to participate in the event until they are notified as such by the Fair Committee representative. Acceptance of the Vendor Request form with or without fees does not automatically imply space has been granted.

**ADDITIONAL OPPORTUNITIES:** Vendors are welcome to contribute an item to the Fair Fashion Show to promote their booth location and contents. Items are modelled by volunteers before very appreciative crowds. Vendors are also requested to donate one item to the Fair door prize table - every paid attendee receives one ballot.

Item for Fashion Show

Item for Door Prize

**VENDOR AGREEMENT TO TERMS:** By signing below, the vendor representative confirms that they have read and agreed to be bound by the Fair policies as expressed in the **WELCOME LETTER**.

**FEE PAYMENT:** Please make your cheque payable to the K-W Knitters' Fair and return your form and payment to:

K-W Knitters' Fair  
c/o Ms. Denise Leschak  
77 Marlborough Ave.  
Kitchener, ON N2M 1H6

**DOCUMENTS REQUIRED:** All vendors must submit copies of a Proof of Insurance certificate, a copy of their business license, PST or HST registration (please see the **WELCOME LETTER** for details).

Proof of Insurance Received

Business License/Other Received

<b>VENDOR SIGNATURE:</b>	
<b>DATE SIGNED:</b>	
<b>REQUEST RECEIVED DATE:</b>	
<b>PAYMENT RECEIVED:</b>	