

**DO NOT PRINT THIS DOCUMENT BEFORE READING.
IMPORTANT CHANGES TO REGISTRATION PROCESS ENCLOSED.**

2017

“Migration Market”



The 48th Annual Migration Festival

Proudly presented by

The Town of Kingsville

48th Annual Migration Festival Marketplace

October 21 & 22

2017 “Migration Market” Registration Information

*****Please note this document DOES NOT contain a printable registration form.*****

All registration for 2016 MUST be completed by filling out the online form. The link to which can be found on Page 4 of this document.

This year’s Market will once again be held at the Kingsville Arena Complex, 1741 Jasperson Dr., Kingsville, ON. **SPACE IS LIMITED.** Spaces will be assigned by the Migration Festival Market Committee according to, but not limited to the following conditions:

- 1) **Date of registration.** Registration is considered complete once a registration form has been completed and payment has been received at The Town of Kingsville office. The date the payment is processed by the Town of Kingsville will be considered your registration date. You will receive a confirmation of registration email or phone call from Migration Market Coordinator Sue Girardin or Laura Lucier once your registration is confirmed and complete.
- 2) **Booth space(s) requested.** We will have space numbers again this year (See pages 5-8 for the Market layout). Specific space numbers can be requested, *but are not guaranteed.* While we will do our best to put a vendor in their requested space, they will be assigned according to registration date and juried so that vendors with similar goods are not placed too closely together. You can find a map of vendor spaces available at the bottom of this document. The floor plan will be finalized after registration closes (September 29th or once the market is full, whichever comes first) and all vendor registrations are complete (payments have been made).

One (1) table (8’x2’) and one (1) chair will be provided. (You may bring your own table and/or chair however, there is no reduction in fees.) Up to two spaces may be requested (A10, A19, BC8, BC9, BC10, BC13 and D5 are already designated as double spaces). The costs of spaces are as follows:

REGISTER ON OR BEFORE AUGUST 31ST, 2017:

- \$50.00 (2 day) for one space
- \$80.00 (2 day) for two spaces
- \$30.00 (2 day Charity Booth) one space – Charity Registration Number must be provided on your registration form

REGISTER ON OR AFTER SEPTEMBER 1ST, 2017:

- \$60.00 (2 day) for one space
- \$100 (2 day) for two spaces
- \$30.00 (2 day Charity Booth) one space – Charity Registration Number must be provided on your registration form

IMPORTANT DATES AND TIMES TO REMEMBER:

- Thursday, August 31 – last day for early cancellation (subject to a \$15.00 cancellation fee.) Cancellation after this date or no shows are subject to no refund.
- Friday, September 1 – REGISTRATION FEES INCREASE!
- Friday, September 29 – Registration deadline. If you wish to register after this date, you must speak directly to the Migration Market Coordinator Sue Girardin 519-324-1888
- Friday, October 20 – Set up for vendors from 2pm-6 pm
- Saturday, October 21 – Set up for vendors from 8-10am
- **Sat & Sun October 21 & 22**

THE 48th ANNUAL MIGRATION FESTIVAL “MIGRATION MARKET”

Open from 11am-4pm

- Sunday, October 22 – market closes at 4pm

RULES AND REGULATIONS:

- Tables and chairs will be provided for all spaces. PLEASE DO NOT ADJUST THE LOCATION OF THE TABLES. You may bring your own table and/or chair however, there is no reduction in fees.
- No tacks or taping on arena walls. You supply your own display boards.
- Do not use adjacent empty space for your display.
- Vendors are responsible for their booths and contents. The arena does have video surveillance in place for after hours.
- Vendors with hydro space MUST provide their own **CSA approved** extension cords. (Note: spaces A1, A9, A20, A22, BC2, BC7, BC8, D1, D3, D5 and D6 are hydro spaces.)
- Vendors selling food must print, complete and submit the attached Food Vendor Application Form to the Windsor-Essex County Health Unit by no later than 30 days prior to the event date.
- Absolutely no burning candles or open flame apparatus inside the arena.
- We do not accept yard sale type wares. If you are unsure about your goods, call one of the coordinators.
- No explicit, suggestive goods allowed. This is a Community Family Oriented Festival weekend.

- Registered charities with Revenue Canada will receive one space for the 2-days for \$30.00 and must submit their charity status number on the registration form and clearly display it at their booth.
- Vendors are asked to park well away from the venue after unloading as a courtesy to the public coming to enjoy the Market.
- **Vendors must keep all product on display until 4pm on Sunday, October 22.** Anyone that begins tear-down before 4pm will be removed from our vendor list and will not be allowed to return next year.
- Migration Market coordinators or any member of the Migration Festival Committee reserve the right to refuse a vendor's application or to ask that a vendor vacate the market without refund or reduction of fees for what they deem as unacceptable behavior, unacceptable goods, or for what they suspect are pirated copy righted goods.

Payment and Cancellation Information

Payments:

- The **only accepted forms of payment** are cash, cheque or money order.
- Payments made by cheque or money order may be mailed or hand delivered to the Kingsville Arena Complex (see *Dates to Remember*) with "MigFest Market" on the memo line. Cash payments **must** be hand delivered during the Kingsville Arena Complex office hours **ONLY**.
- You will receive an email or phone call from the Migration Market Coordinator confirming your registration has been completed once the coordinator has received confirmation of payment. (Note: this can take 7-10 business days from the time your payment is received at the Arena)
- Any history of NSF cheques will require subsequent registrations to be paid by money order or certified cheque.
- All NSF cheques will be subject to set banking charges.

After completing the online registration form you will be notified by the Migration Market Coordinator to proceed with payment if space is still available. Please mail or hand deliver your payment (see *Dates to Remember*) to:

Kingsville Arena Complex
MigFest Market
1741 Jasperson Dr.
Kingsville, ON N9Y 2E4

Make fees payable to "**Town of Kingsville**". Cheques and money orders must name the registrant and include "MigFest Market" the on the memo line. ***NO POST DATED CHEQUES!***

Cancellations:

- Cancellation notification before August 31, 2017 is subject to a \$15.00 cancellation fee. Cancellation after that or no shows are subject to no refund.
- Cancellation notifications must be done by phone, person to person with a committee member. Voice mail messages are not acceptable.

Additional Important Information

- Register early as SPACE IS LIMITED.
- Hydro sites are limited so register early and request a space marked with hydro on your registration form. (Note: spaces A1, A9, A22, A24, D1, D3, D5 and D6 are hydro spaces.)
- There are pay phones at the arena. Cell phones are welcome.
- Vendors are encouraged to demonstrate at their own booth.
- There are food vendors within the show. Please feel free to eat at your booth.
- We do our best to jury booth placements for vendors of similar goods.

Registration Form

For the 2017 Migration Market, registration forms are to be printed off (can be found at the end of this document – PLEASE PRINT PAGES 9 & 10 ONLY) and dropped off or mailed to the Kingsville Arena (1741 Jasperson Dr. Kingsville ON N9Y 2E4 Attn: MigFest Market).

Photos of your merchandise or past festival setups are not necessary for registration. They may be requested if there is a question as to the category or quality of your goods. You will be notified if we require a photo from you.

By submitting a registration form it is taken as confirmation that you are agreeing to the rules and regulations set forth, in this document, by the Migration Festival Committee.

Registration does not guarantee that you have a place in the Market. Registration will be considered completed when us receive an email or phone confirmation from the Migration Market.

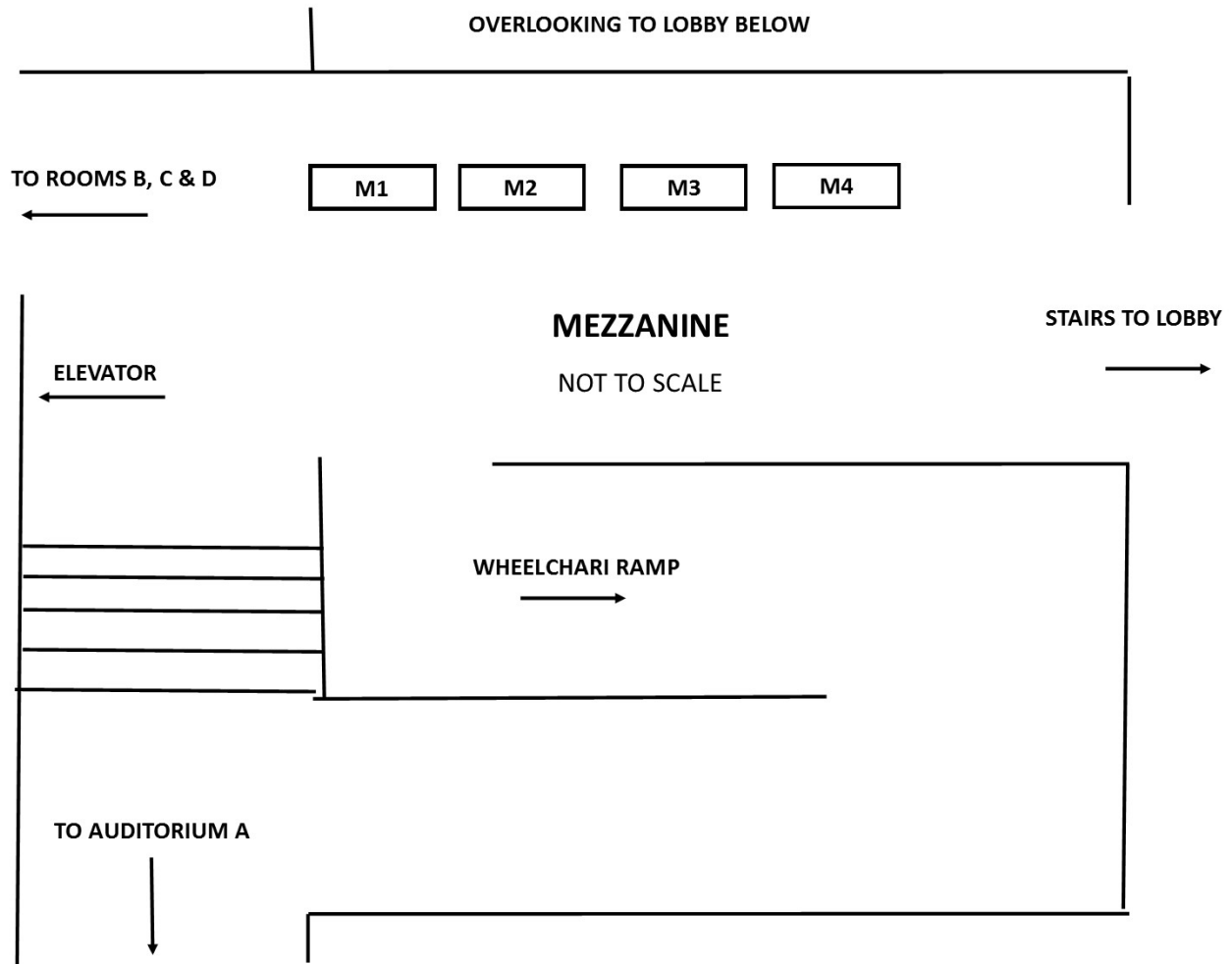
If you have any questions or concerns, please do not hesitate to contact the Migration Market Coordinator Sue Girardin 519-324-1888 or suegirardin@icloud.com

Please visit us at www.migrationfestival.ca for updates, additions and changes. You can also follow us on our [Facebook](#) page.

PLEASE NOTE: this layout is NOT to scale.

What appears to be additional space around booths may not there. Your booth space is limited to the table that you are provided ONLY.

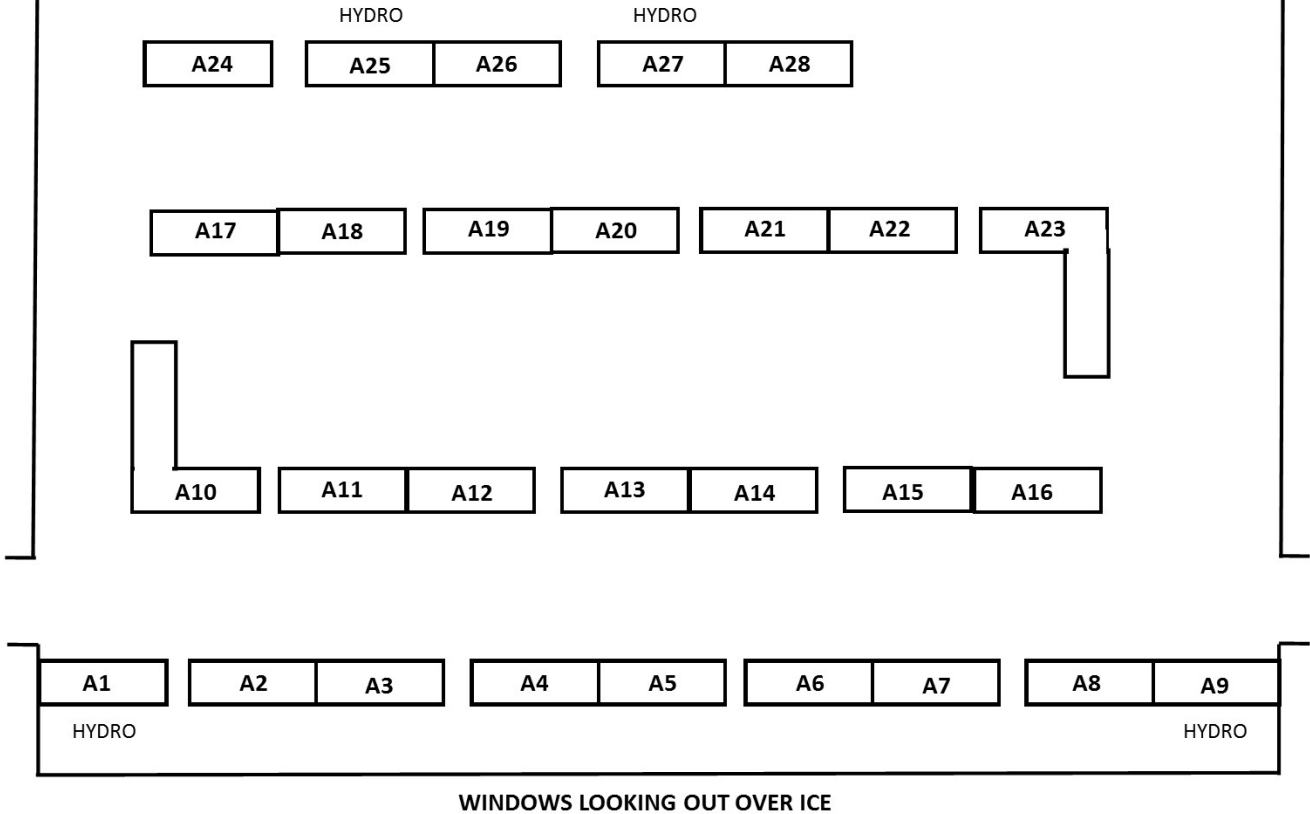
Proper signage will be posted to advise all attendees that vendors are located in every room upstairs at the Arena.

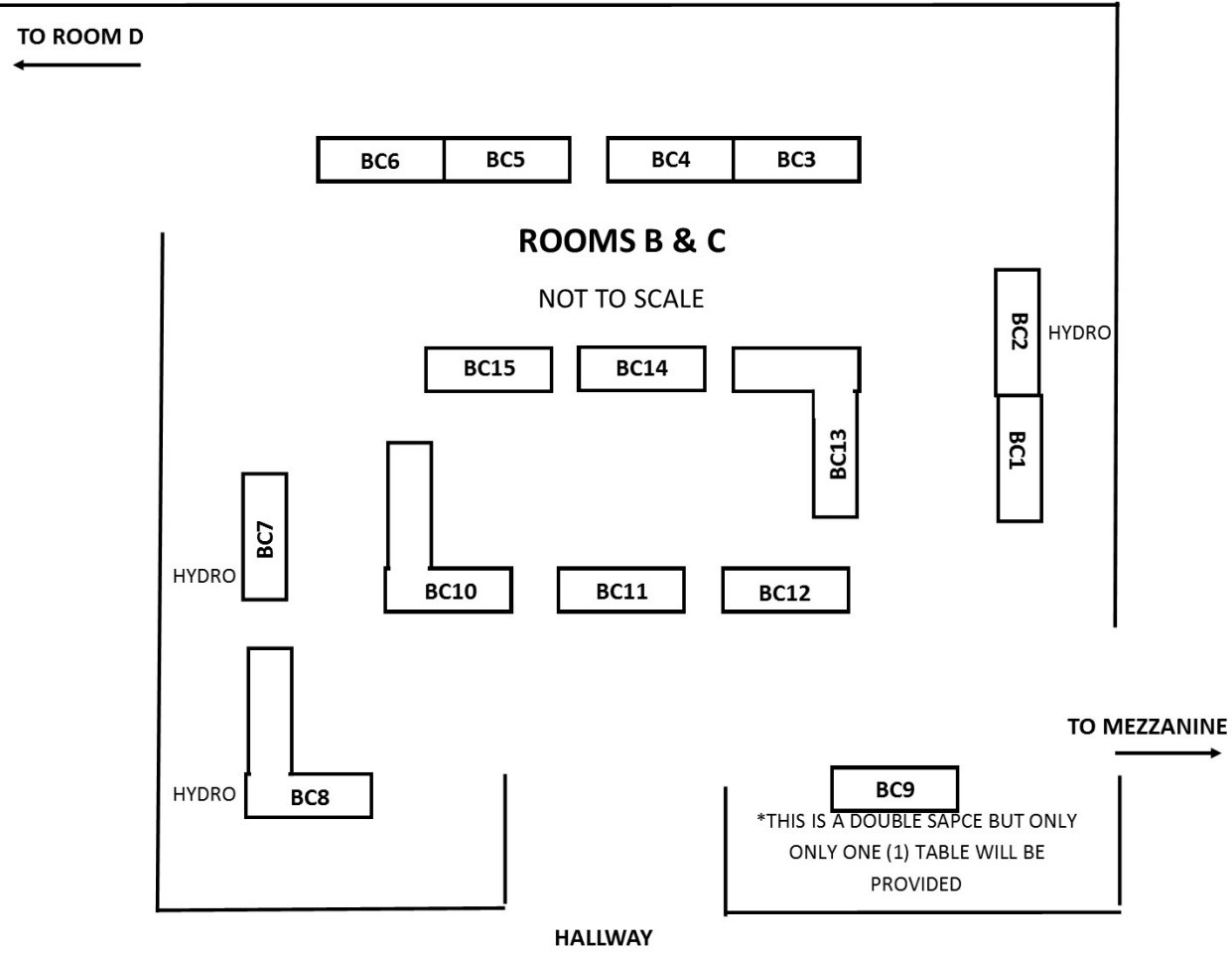


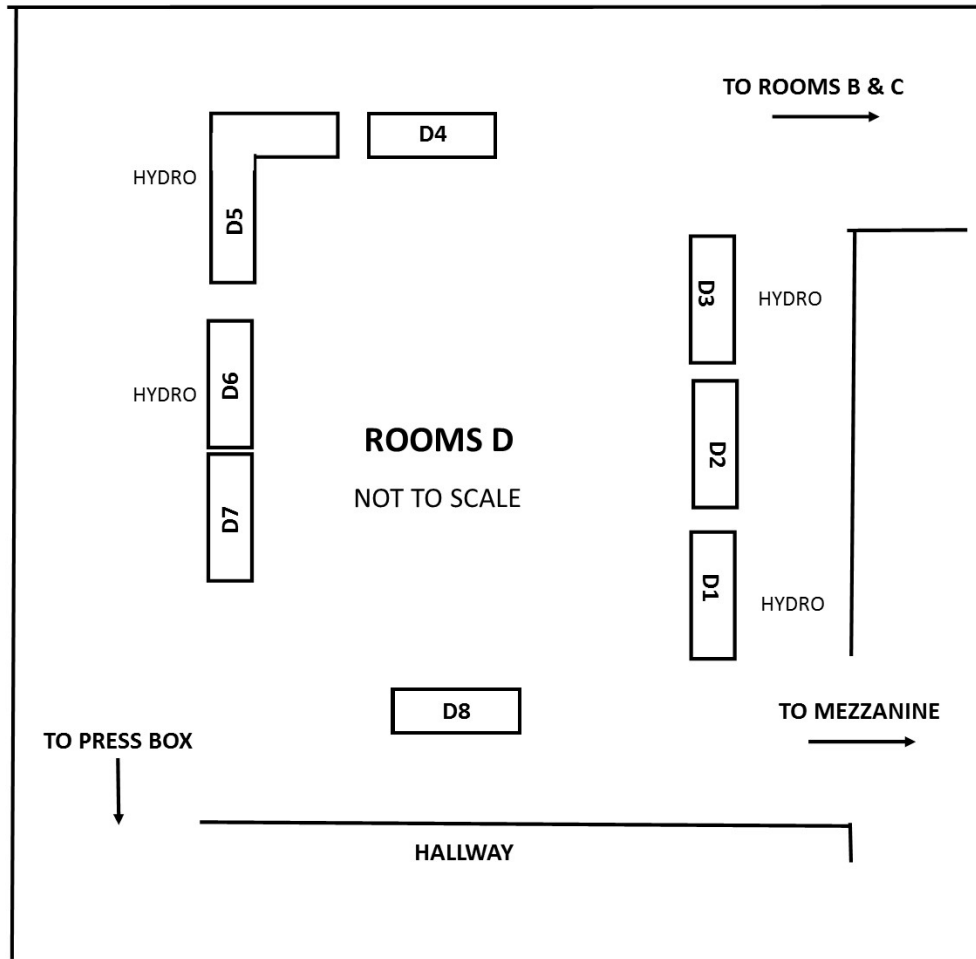
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NOT TO SCALE

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48th Annual Migration Festival Marketplace
October 21 & 22
2017 "Migration Market" Application

FIRST AND LAST NAME: _____

BUSINESS NAME (if applicable): _____

FULL ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

HOW MANY SPACES ARE YOU REGISTERING FOR?

- One 8'x2' table and one chair (\$50.00)
 Two 8'x 2' table and two chairs (\$80.00)
 One charity space 8'x2' (\$30.00) Charity Registration Number: _____

DO YOU REQUIRE AN EXTRA CHAIR?

- Yes No

SPACE CHOICES (please refer to the Rules & Regulations for a site map):

1st choice: _____

2nd choice: _____

DO YOU REQUIRE HYDRO?

- Yes (NOTE: you must provide your own CSA Approved extension cord)
 No

BRIEF DESCRIPTION OF PRODUCTS TO BE SOLD:

PLEASE NOTE: all information is required. Failure to provide information may result in a delay of processing your application.

Payments made by cheque or money order may be mailed or hand delivered to the Kingsville Arena Complex with "MigFest Market" on the memo line. Cash payments must be hand delivered during the Kingsville Arena Complex office hours ONLY. Please mail or hand deliver your payment to:

Kingsville Arena Complex
MigFest Market
1741 Jasperson Dr.
Kingsville, ON N9Y 2E4

Make fees payable to "Town of Kingsville". Cheques and money orders must name the registrant and include "MigFest Market" on the memo line. NO POST DATED CHEQUES!

By submitting this application you are agreeing to accept all of the rules and regulations set forth for the Marketplace by the Migration Festival Committee as outlined in the Migration Market Rules & Regulations document (found online at www.migrationfestival.ca/marketplace.html). If you do not have access to the online document, please contact the Market Coordinator Sue Girardin at 519-324-1888 or suegirardin@icloud.com to request one before submitting this application.

SUBMISSION OF THIS FORM DOES NOT GUARANTEE YOUR PLACE IN THE MARKET. Registration is considered complete when a request form has been completed, payment has been received at the Kingsville Arena Complex AND the Marketplace Coordinator has confirmed space is still available. NOTE: Town of Kingsville employees cannot inform you if the marketplace is full or not. The Marketplace Coordinator Sue Girardin is the only one that can do that.

If this application is submitted, with payment, and the marketplace is already full, you will receive your full payment back from the Town of Kingsville.

Once this application has been completed a copy of the information will be sent to the Migration Marketplace Coordinator, Sue Girardin. Sue will contact you to verify if there is available space at the Marketplace. This can take 5-7 business days from the time your payment is received at the Kingsville Arena Complex.

I have read the 2017 Migration Marketplace rules and regulations and hereby agree to accept said conditions.

Signed: _____ Dated: _____