



SHOW INFORMATION: FERGUS WITCHES NIGHT MARKET	
Date	SATURDAY MAY 25, 2024
Time	5:00PM TO 10:00PM
Venue Name	CW COMMUNITY SPORTSPLEX
Venue Address	550 BELSYDE AVE. E. (FERGUS)
Setup information	Saturday May 25 starting at 2:00pm (ALL tables must be completely setup by 4:45PM sharp)
Tear down information	Tear down begins at 10:00pm on Saturday (and not any earlier)
VENDOR INFORMATION	
Name of Vendor	
Business Name	
Street Address	
City & Postal Code	
Business/Cell #	
Email	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I would like to be placed on a mailing list for future shows
Website	
Facebook/Instagram Pages	
ITEMS YOU WILL BE SELLING:	
SWAG BAGS VENDOR WILL BE CONTRIBUTING (QTY OF 30 each day)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Saturday
List items for swag bags:	



BOTH SPACE AND PAYMENT INFORMATION	
<p>\$ 175.00 (INCLUDES HST)</p> <p>Etransfer payment:</p>	<p>Booth Space: (L – 8ft by W 4ft) Booth includes: 2 chairs and Wi-Fi</p> <p>ONE TABLE ONLY PER VENDOR (PLS NOTIFY ORGANIZER IF YOU REQUIRE ANOTHER TABLE (EXTRA CHARGES MAY BE INCURRED))</p> <p>I will bring my own table <input type="checkbox"/> 6FT or <input type="checkbox"/> 8FT (please let us know which size table you will be bringing)</p> <p><input type="checkbox"/> \$175 for booth space</p> <p><input type="checkbox"/> \$175.00 (INCLUDES HST)</p> <p>Etransfer to: lunaeventscanada@gmail.com</p> <p>Booth assignments will be based on receipt of <u>COMPLETED REGISTRATION FORM & FULL PAYMENT</u> on a first-come first-served basis</p> <p>Please do not send payment until you have received an approval email from Luna Events, payment will be due within 24 hrs of approval. If payment is not received within the 24hr approval time your application will be void. No reminder email will be sent!</p>
<p style="background-color: #ff00ff; color: white; padding: 2px;">VENDORS RESPONSIBILITIES</p>	<p>All vendors are responsible for their own tables, linens and vendor insurance.</p>



- 1) I give Mary Vivilecchia of Luna Events permission to use the photo(s) if taken at the show and to be used for Facebook & Instagram posts and on the Luna Events website.
- 2) The date and time of the event is from **5:00pm to 10:00pm SATURDAY MAY 25, 2024**
- 3) **Set up** begins at **2:00pm SATURDAY May 25**, Vendors must be completely set up by 4:45PM sharp **No exceptions. Please allow yourself enough time to get to the venue to set up. No refund or credit will be issued.**
- 4) Displays must remain off the table and must not obstruct the views from neighboring vendors. Displays may not be attached to walls, building, or floors with nails, screws, tape, adhesive, or any other method likely to cause damage. The vendor will be responsible for any damage costs incurred.
- 5) The vendor understands that it is also their own responsibility to promote the event and is required by Luna Events that you do so.
- 6) The vendor understands that liability insurance is recommended, and no such coverage is implied or provided by the venue hosting the **Witches Night Market, or by Mary Vivilecchia and Luna Events Canada.**
- 7) The vendor understands that Mary Vivilecchia of Luna Events Canada, and the host location of **CW COMMUNITY SPORTSPLEX** will not be held liable or responsible for any losses, injuries or damage during the event.
- 8) The vendor understands that after set up, to move their vehicle away from the doors to allow attendees to park closer to the venue on set up.
- 9) Vendor understands that it is only one vendor per booth, no two vendors are allowed to share a booth.
- 10) The vendor understands each space is provided with two chairs. **All vendors are responsible for their own tables (unless rented), linens, property and booths must be manned at all times.**
- 11) **ONE table per booth only.** If you require to add a second table, please notify the event organizer at time of booking **(you may incur extra charges)**. Space is limited and we want to ensure we are able to accommodate all vendors. If the event organizers are not notified and the vendor shows up with an additional table, the vendor will not be permitted to use the second table. (Card readers are allowed to bring a small table (2ft) to be placed behind your existing table for readings).
- 12) The vendor understands there is **no early take down** prior to the advertised **Market time of 10:00pm on Saturday**. In the event of an emergency, please notify Mary.
- 13) The vendor is responsible to remove any and all garbage from their space before leaving the show.
- 14) Markets will run as long as there isn't a full Covid-19 shutdown that allows it not to happen. If there are restrictions in place, the market will be running and the spot is non-refundable.



- 15) **Table/booth fees are NON-REFUNDABLE and no credit will be issued** towards another market, in the event you cannot make it. If the market has been postponed a credit for a future date will be offered.
- 16) If you are unable to make the market, due to illness or other circumstances, it is your responsibility to find coverage for your booth to run your business or you will forfeit your spot and payment.
- 17) Luna Events has the right to reschedule a market due to any unavoidable situation such as but not limited to weather conditions, a venue lockout or any other uncontrollable circumstance that may occur. Your payment will be forwarded to another market, this also includes postponement due to Covid-19. Luna Events are an all-inclusive event, if there are requirements such as mandates and passports, the events would be postponed to ensure all vendors and attendees take part in what we offer. **Discrimination and segregation does not align with our core values.**
- 18) Food vendors are responsible to have your up-to-date health report, also you are responsible to inform Public Health what market/s you are participating in. The event organizer will ask you for proof of your health-report at time of booking. Also keep in mind to bring that report with you to the market just in case public health shows up and asks you for it. Failure to show proof will result in a fine and you will be responsible to pay that fine.
- 19) **Booth assignments will be based on receipt of COMPLETED REGISTRATION FORM & FULL PAYMENT on a first-come first-served basis.**

♥ Remember to always have fun, support one another, and always be kind. ♥

By sending the required payment, I have thoroughly read and agree to the required conditions above with no questions or concerns _____ **initial here.**