



Vendor Application – Spring 2013
Saturday April 20, 2013 | International Centre | Hall 6
Made by Hand | 289-878-6234 | madebyhandshow@yahoo.ca

Dear Vendor,

We invite you to participate in the semi-annual MADE BY HAND SHOW (Spring Edition) on Saturday April 20, 2013. The show will be held at the International Centre in Hall 6 in Mississauga, Ontario. Our showcases feature 150+ handmade Canadian exhibitors. Previous show attendance was just over 2000 visitors.

ABOUT MADE BY HAND

Made by Hand is a company that supports, showcases and promotes Canadian artists, artisans and designers. We host two showcases a year (Spring/Fall editions), assisting local artists with an affordable way to promote and showcase their work. We also share tips, vendor of the week postings and more.

ABOUT THIS EVENT

The Made by Hand Show is a celebration of all things handmade. It's a family oriented event, \$5.00 Adult admission (children free), free parking. The event features 150+ Canadian handmade exhibitors, free face-painting and free swag bags for the first 100 families.

ABOUT THE VENUE

The event will be held at the International Centre in Mississauga at 6900 Airport Road (south of Derry Road). The International Centre is a well-known venue and has held some of Canada's largest and most popular events. This is a highly visible venue with a high potential to attract pass-by customers. The International Centre provides conveniently placed ATM machines, and free parking to accommodate 5,000 vehicles. The venue is also easily accessible by transit.

MARKETING STRATEGY

Advertising is the biggest component to this event. We target our marketing towards the Mississauga, Brampton, Toronto and Halton areas. Our past advertising campaign included local newspapers (Metro Toronto, Mississauga News, Brampton Guardian, Etobicoke Guardian, Snap Mississauga and Snap Bloor West), Local Magazines (Good Life, The View), Flyer Distribution, television promotion (Rogers TV), external signage (2 large LED signs), various online sources (International Centre, Flyerland, MBHS website, event calendars, and blogs), social media (Facebook, Twitter) and much more! We also will be participating in several events and conferences to increase exposure of the event.

CHARITY PARTNER

Our charity component will be Crafting for a Cure, a not-for-profit registered charity that looks for opportunities to insure children are having a positive experience when a hospital visit is necessary. A portion of each ticket sale plus 100% of door prize proceeds will be donated directly to Crafting for a Cure.

WHY EXHIBIT

At Made by Hand our goal is to showcase, promote and support Canadian artisans. As an exhibitor, you will not only have the opportunity exhibit and sell your products at the show but we will also be promoting and supporting you through promotion leading up to the show.

FOR MORE INFORMATION PLEASE CONTACT US

JACQUELINE HUNTER

Show Director | Made by Hand

| p (289) 878-6234 | e madebyhandshow@yahoo.ca

www.madebyhandshow.com | t [@madebyhandshow](https://www.instagram.com/madebyhandshow) | f [@madebyhandshow](https://www.facebook.com/madebyhandshow)



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Contact Information:

Company Name: _____ Vendor Name: _____
 Address: _____
 City: _____ Prov. _____ PC: _____ Phone: _____
 Email: _____ Website: _____
 Facebook: _____ Twitter: _____
 Names of other people at your booth (name badges): _____

Are you a returning "Made by Hand Show" Vendor? YES NO

Are your items handmade in Canada (or have a component of handmade)? YES NO

Manufactured Items are prohibited. *Photography is acceptable

Craft Category (please pick the one category that best fits your products):

- ART BABY/TOYS BODY CANDLES DÉCOR FOOD FABRIC/LEATHER GLASS/CEREMIC
 JEWELLERY KNITTING PHOTOGRAPHY PAPER GOODS POTTERY/SCULPTURE STAIN-GLASS WOOD
 CHILDREN ACCESSORIES CLOTHING OTHER

Description of Crafts (PLEASE NOTE THIS IS A JURIED EVENT. ONLY HANDMADE ITEMS WILL BE ACCEPTED):

Please list all the items you intend on selling as the items below would only be approved by show management

Other Special Requests:

Booth Options:	Sub Total	HST	Total
<input type="checkbox"/> 10' x 10' (Regular Booth) <i>Includes 8' rear drape, 3' side drape, one 8' table and two chairs</i>	\$194.25	\$24.70	\$219.50
<input type="checkbox"/> 8' x 6' (Small Booth) – limited quantities available <i>Includes 8' rear drape only, one 6' table and one chair</i>	\$136.50	\$17.75	\$154.25
Optional Additions:			
<input type="checkbox"/> Premium Booth Placement Guarantee exclusive booth placement near the front of the hall	\$25.00	\$3.25	\$28.25
<input type="checkbox"/> Corner Booth Premium (limited quantities available)	\$30.00	\$3.90	\$33.90
<input type="checkbox"/> Additional Table (s)	\$15.00 each x _____	\$1.95 each x _____	
<input type="checkbox"/> Additional Chair (s)	\$2.50 each x _____	\$0.33 each x _____	
<input type="checkbox"/> Black 14' rented Table Skirt (white table top cover)	\$20.00 each x _____	\$2.60 each x _____	
<input type="checkbox"/> Electricity Outlet	\$55.00	\$7.15	\$62.15
TOTAL:			

Note: Exhibit space includes pipe and drape and furniture as indicated above; the space does NOT include carpet, the space does NOT include electrical outlets.

Payment Terms: This application must be accompanied by post-dated cheque, email money transfer or the applicant may pay in full via PayPal plus a 3.5% PayPal surcharge. If paying via PayPal or email money transfer the applicant must pay within 3 days of acceptance into the show.

APPLICATIONS DUE BY FEBRUARY 28, 2013

- Cheque – payable to **Made by Hand (post dated March 1, 2013)**
 Email Money Transfer
 PayPal (or Credit Card) Note: a 3.5% pay-pal service charge will be applied

Authorized Signature: _____ Date: _____

Application Submission Terms: Please mail/email your completed application to:

Jacqueline Hunter
 c/o Made by Hand
 344 Nakerville Crescent
 Milton, ON L9T 7T9
 or return by email to madebyhandshow@yahoo.ca

Terms and Conditions – SIGN & RETURN THIS PAGE

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MADE BY HAND SHOW ACCEPTANCE TERMS AND CONDITIONS:

1. This is a juried show. Vendors must submit 3-5 colour photos of their work and one photo should be of your booth (or sketch of your booth); Exhibitors will be accepted by show committee based on the photos provided. Prior acceptance into a Made by Hand Shows does not guarantee acceptance into future shows. Show management reserves the right to limit exhibitors in similar categories.
2. ONLY HANDMADE ITEMS ARE PERMITTED AT THIS SHOW (handmade or a component of handmade). All products must be made by the applicant, in Canada). Photography is acceptable provided the photos are taken by the applicant. Non-handmade items are strictly prohibited. Non-handmade items will be removed immediately and that vendor will not be invited to future events
3. All APPLICATIONS MUST BE RECEIVED no later than **February 28, 2013**. ALL APPLICANTS would then be notified of their acceptance by March 20, 2013.

PAYMENT TERMS AND CONDITIONS:

1. For applications received after December 31, 2012: Cheques are payable to MADE BY HAND, post dated **March 1, 2013**. All dishonored items (NSF cheques) are subject to a \$25.00 (plus HST) fee. In the event of a dishonored item the exhibitor has seven (7) days to provide a replacement cheque plus the \$25.00 (plus HST) fee. After which time Show management reserves the right to allot the space to another exhibitor.
2. Should an exhibitor not be accepted, their cheque (if applicable) would be voided and returned.
3. Email Money Transfer is accepted, and is required within 3 days of acceptance; if non-payment after seven (7) days of acceptance, show management reserves the right to allot the space to another exhibitor and/or charge an additional \$5.00 plus HST late application fee.
4. Pay-pal payment is also accepted (3.5% service charge will be applied to the total) – PayPal payment is required within 3 days of acceptance; if non-payment after seven (7) days of acceptance, show management reserves the right to allot the space to another exhibitor and/or charge an additional \$5.00 (plus HST) late application fee.

EXHIBITION SPACE:

1. Exhibition space includes the rented square footage, furniture and pipe and drape as indicated above. The exhibition space also includes cleaning of your rented space.
2. Exhibitors may only use the allotted rented space. Encroaching on neighbouring spaces or common areas (isles) is strictly prohibited.
3. All tables must include a table skirt or table cloth that reaches the floor to hide any storage or boxes. Table skirts may be purchased, or applicants may provide their own table coverings.
4. Exhibitors must maintain a clean area and are responsible to place garbage, bags and boxes in garbage receptacles provided.
5. Subletting or renting a portion of the exhibition space without written permission is strictly prohibited.
6. Your exhibition space must look profession, NO handwritten signs, we will ask you to remove all handwritten signs.
7. Exhibitor is strictly prohibited to apply or attach pins, tape, tac, glue or other adhesives to building columns, floors, walls or other components not belonging to the Exhibitor. The exhibitor will be liable for any costs incurred due to non-compliance.

SET-UP & DISMANTEL OF EXIBITION SPACE:

1. Exhibition space must be fully set-up and occupied prior to the commencement of the show hours (11:00am – 5:00pm)
2. The Made by Hand Show will be open to the public between 11:00am and 5:00pm.
3. Exhibitors will have a maximum of two (2) hours to set-up their space. Set-up will commence at 9:00am and 9:30am the day of the event only. Exact times, locations and instructions will be communicated with the exhibitor prior to the show. All exhibitors must be fully set up by 10:50am.
4. Exhibitors may begin to dismantle their booth following the conclusion of the show. No space may be dismantled in part or whole prior to 5:00pm.
5. Exhibitors that dismantle of their booth or leave prior to 5:00pm will NOT be invited to future events.
6. Exhibitors are required to listen and obey instructions by Show Management, Security, Parking Control and/or International Centre staff.

CANCELLATION TERMS AND CONDITIONS:

1. An exhibitor may cancel their application no later than February 28, 2013 (if a cheque was provided, the cheque will be voided and returned). **After March 1, 2013 upon acceptance of your application the exhibitor fee is non-refundable.**
2. Should an exhibitor cancel after March 1, 2013 or fail to attend on event day, Show Management reserves the right to
 - i. Retain all payments (upon acceptance of application the exhibitor fee is non-refundable) and/or
 - ii. Re-rent the exhibition space
 - iii. If we are able to re-rent the exhibition space with a suitable replacement you may (under show management's discretion) receive a refund (less a \$5.00 application fee)

CANCELLATION OR CURTAILMENT OF THE SHOW:

1. In the event the facility in which the Show is to be held is destroyed or becomes unavailable for occupancy, or if for any reason the Show Management is unable to permit the Exhibitor to occupy the facility or the Rental Space, or if the Show is cancelled or curtailed, for any reason beyond the control of the Show Management, Made by Hand will not be responsible for any loss of business or loss of profits.

Authorized Signature: _____ **Date:** _____

By signing you agree that you have read, understand and will abide by the rules and regulations.