**Date:** November 15, 2025 (3rd Saturday in November)

**Time:** 9:00AM to 3:00PM

**Location:** Town of Ontario Community Center Gym, 6551 Knickerbocker Road

\*\* ***NO ADMISSION CHARGE ~ FREE PARKING \*\****

***REGISTER NOW:*** Registration is **NOW OPEN** to all types of crafters, home-based businesses and non-profit organizations

***CONTACT/QUESTIONS:*** Sherry Verstraete / Brian Natale, ***Craft Show Chairpersons***, Ontario Chamber of Commerce

***E-MAIL***: [*sverstraete9238@gmail.com*](mailto:sverstraete9238@gmail.com)***PHONE: (585) 820-8801***

***SHOW FEES***: ***CRAFTER/VENDOR*** Booth Fee = $35.00 ***NON-PROFIT*** Booth Fee = $25.00

***ELECTRICITY bring extension cords when setting up on Friday***

*Tables and Chairs Are Not Provided/Included* ***FEES ARE NON-REFUNDABLE***

***SET-UP TIME***: ***FRIDAY,*** November 14th from 2:00 to 5:00 p.m. only ALL VENDORS

***SATURDAY,*** November 15th from 7:30 to 9:00 a.m. **final** **event prep only**

***BOOTHS READY:*** 9:00 a.m. **SHARP** on Saturday, November 15th

***TEAR DOWN TIME:* 3:00 p.m.** Saturday, November 15th All Crafters/Vendors Will Remain Open Until 3:00 p.m. – **NO EXCEPTIONS**

***ADVERTISING****:* Local Newspapers, Local Businesses, Ontario Chamber of Commerce Website, Facebook, Newsletter, E- Blasts, Membership Reminders, Ontario & Parks & Recreation Web Page, Community Sites and Publications

***FOOD & BEVERAGE***: Food & Beverages Available. **NO** Beverages Without Covers Allowed in Gym

***TABLES REQUIRED:*** Crafters/Vendors Provide 6 Foot or Smaller Tables, Chairs, Products, Brochures, Samples, Hand Sanitizer

***RAFFLES BY CRAFTERS:*** Raffle prize drawings ARE allowed but are the responsibility of the Crafter/Vendor at their booth

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***Register online - only use this form if needed. Fill Out, Detach & Mail with Payment immediately, To Ontario Parks and Recreation, Knickerbocker Rd, Ontario, NY 14519(checks returned for insufficient funds/ bank fees will be charged to issuer)***

***Make check payable to: Ontario Recreation***

***Reverse Side of this form: Crafter/Vendor Notes / Requests***

***NAME:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CONTACT PHONE #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please Print)*

***MAILING ADDRESS*** *(Number, PO Box, Street, City, State, Zip)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***TYPE OF CRAFT/PRODUCTS TO BE SOLD*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Electricity Needed:\***

**Yes**

**No**

**For Profit Org ($35):**

**Non-Profit Org ($25):**

*(****MUST Check One Checkbox in Each Section****)*

**I** *(individual listed above)* **assume all risks (damages, losses, judgments, accident or other) and do hereby release and hold harmless all other Ontario Chamber Members and Ontario Parks & Recreation** **Department, Staff, and Volunteers***. (Confirmation of acceptance will be emailed to you)*

**Exhibitor/Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please Print)***

**REGISTRATION BEGINS IMMEDIATELY**

* Complete your **REGISTRATION FORM** and be sure to follow instructions for mailing the form and payment(s)
* If you have any additional information, please add a notation on the back of your registration form*.* Do not assume current or prior correspondence/requests will be adhered to.
* Mail registration form directly to Ontario Parks and Recreation
* **Make Check Payable to: *Ontario Parks and Recreation***
* Applications will be accepted on a 1st come, 1st serve basis
* If you do not make the cut off time call to have your name put on the wait list
* Please **c*learly*** state all information on the registration form
* CRAFTER Booth Fee = $35.00
* NON-PROFIT Booth Fee = $25.00
* Be sure to place an X in the correct space for electricity
* **Table and chairs will not be provided**
* \*Bring your own extension cord(s)/power strip(s) for those requiring electricity. Power must be installed and tested during set-up on Friday afternoon. Do NOT wait until Saturday morning to install.

# REGISTRATION FEES ARE NON-REFUNDABLE

# If you must cancel, please let us know

# BOOTH SIZE

# Perimeter 10’ wide by 7’ deep

# Interior 7’ deep by 10’ wide

# Booths by the exit doors: G08, G09, G12, G13, G21 can be expanded by 2’ and will be charged $5 to be paid day of

## LOADING AND UNLOADING

* Early setup is FRIDAY, November 14th, 2:00-5:00pm ONLY
* All vendors are asked to comply and set-up on Friday
* Security measures are in place to ensure all goods and items are secure
* It is your responsibility to get your items unloaded and your booth set up, then on Saturday, November 15th, taken down. The Chamber of Commerce / Parks & Recreation Dept. do not have the manpower or equipment to assist with this
* After unloading your vehicle(s), park in the lot EAST OF (behind) the gym to allow space for other crafters / vendors to unload
* On Saturday, park in the lot EAST OF (behind) the gym to allow space for our customers to park in the front parking lot. **The parking lot is available for Holiday Craft Show and Community Center guests only**

## FOOD AND DRINK

* Water or beverages allowed in any of the rooms only if they have a cover
* Food sold by Crafters/Vendorsmust be wrapped and unopen

**COVID GUIDELINES**

* Any COVID guidelines, in place, at the time of the Holiday Craft Show will be adhered to
* Chamber of Commerce / Parks & Recreation Dept. will not take responsibility for monitoring people
* Crafters / Vendors will supply hand sanitizer for their personal use, be responsible for their booth etiquette, product compliance i.e.: touching, sampling, customer contact, masks etc.

If you have any questions or suggestions, please contact Sherry Verstraete at (585) 820-8801