March 4, 2022

Event: 2022 **Craft, Food & Wine HOLIDAY MARKET**
Date: Saturday, December 3, 2022
Location: Maxcy Hall, SUNY Potsdam

Dear Producers / Creators:

The St. Lawrence County Chamber is THRILLED to be able to bring back the Craft, Food & Wine Holiday Show at SUNY Potsdam this year, after being unable to host on campus for two years. This venue has become a favorite among vendors and visitors, with space for over 120 booths, single level layout (including parking), and plenty of parking. Additionally, the team at SUNY Potsdam has always been very welcoming and helpful! The event this year is scheduled to be a ONE day event, based on vendor feedback and data over the past years that shows that over 75% of attendance happens on the Saturday of the show (over 3,000 people on Saturday!). We hope you will join us as we bring this event back!

Here are the details:

Date: December 3, 2022 Show Time: 10 am to 5 pm

Set Up: Friday 3-7pm*. 8am to 10am. *Space will be locked overnight.

Location: Maxcy Hall, SUNY Potsdam, 5 Tupper Lake Road, Potsdam NY

Price: Members $60 Non-Members $100 (*Join today, benefit for the rest of 2022! Go to www.SLCchamber.org to become a member. Enhanced members have the option to create e-commerce stores on www.ShopSTLC.com as well!)

There will be limited electricity available, and meals ordering may be arranged.

Vendors are responsible for having proof of sales tax registration, liability insurance, DOH or other licenses and permits pertaining to the specific business. The show will be under the Guidance for the Operation of Farmers' Markets and the Chamber will be submitting required documents and any safety planning accordingly.

If you have any questions, please contact Director of Tourism, Brooke Rouse (Brooke@SLCchamber.org) for general questions and Regina Caswell for payment and registration (Regina@slcchamber.org) or 315-386-4000.

We are looking forward to a great event and will begin marketing soon, via newspaper, social media, and radio.

We expect valuable attendance and hope you will join us in showing off your products!

Attached you will find a registration packet. Please submit the form to confirm your spot. The sooner we have our list, the sooner we can promote individual vendors.

We appreciate your interest in participating and are looking forward to another great event!

Sincerely,
Brooke Rouse

315-386-4000

Brooke@slcchamber.org

Booth Fees (all booths are 10′ x 10′)

Chamber Member Booths	How Many? _____	x $ 60.00 each equals:	_____
Non - Chamber Member Booths	How Many? _____	x $ 100.00 each equals:	_____

Limited Electric (no charge, available on 1st come, 1st serve basis.)

_____   Yes, I absolutely need electric for my business' product.

Total Amount Due (Check or Credit / Debit card form must accompany registration.) _____

Business Name: _____   Contact Name: _____

Contact Phone: _____   Contact Email: _____

Address: _____

Type of Merchandise (list as many as apply)   New York State Sales Tax I.D. # (required): _____

Type of Merchandise:

□ **Craft**	□ **Food**	□ **Wine**
□ Jewelry	□ Pastries	□ Wine
□ Ceramic	□ Meat	□ Beer
□ Soap	□ Maple	□ Spirits
□ Woodwork	□ Cheese	□ Other: _____
□ Photos / Paintings	□ Fruit / Vegetables	
□ Fiber Art	□ Spices / Oils	
□ Other: _____	□ Other: _____	

Comments / Special Requests: _____ .

Please Return Application to:

by mail: SLCCOC – Craft, Food & Wine Show
Attn: Regina Caswell
or email regina@slcchamber.org
101 Main Street, 1st Floor
Canton, NY 13617

_____
Exhibitor Signature

STLC

ST.LAWRENCECOUNTY
CHAMBER OF COMMERCE

The St. Lawrence County Chamber of Commerce, Inc. accepts **Visa, MasterCard and Discover**. If you would like us to charge a payment it will be charged online. As our proof of your approval of this charge you must provide us with the following information:

Credit card number | Card Type:_____ | Personal Card_____ Company Card_____

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Expiration date on the credit card: _____   CVV#_____

Your name as it appears on the credit card: _____

The billing address that your credit card statements are mailed to:

Address: _____

City: _____

State: _____

Zip: _____

Your phone number: _____

Approved amount:

$_____

Company	Name:____
For:_____	
By Phone:_____	

Signature