

September 19, 2018

Re: **2018 Craft, Food & Wine Show**  
Maxcy Hall Fieldhouse, SUNY Potsdam  
November 2<sup>nd</sup> & 3<sup>rd</sup>, 2018

Dear Vendor: our long-standing 'Cheel Show' is being moved across town to SUNY Potsdam Maxcy Hall Fieldhouse due to major construction at Clarkson University and the Cheel Sports Center. Please note this is a location and date change from what has been previous published, so this packet is the most up to date information. Also note that we plan to return to Clarkson's Cheel Arena in 2019, and anticipate easier load in and load out due to the dock area being part of the current construction!

One thing that hasn't changed is that this Show is for vendors with hand-crafted, home-made items only, with the exception of a few vendors who were 'grand-fathered' in from when Clarkson University organized it years ago.

Booth fees are noted on the Registration form, as well as prices for rental of tables & chairs, electricity, and per-ordered boxed meals. Maxcy Hall does have a small concession on the 2<sup>nd</sup> floor, with limited options, and hours will be communicated as soon as I have that information.

Here's all the information you will need to know:

**Vendor Set Up Time** -- (please, no early arrivals)

November 1<sup>st</sup>            1 pm - 7 pm  
November 2<sup>nd</sup>            9 am - 11 am

**2018 Craft, Food & Wine Show Hours**

November 2<sup>nd</sup>            12 pm to 8 pm  
November 3<sup>rd</sup>            9 am to 4 pm

**Please note on the Registration form when you plan to arrive, so we may Staff properly.**

Registration form, Credit Card Payment form, Pre-order Meal form, all attached,

- 1) **Only legal businesses** will be allowed (**must have** Federal ID # or Sales Tax ID #),
- 2) **Vendor booths are 10' x 10'**, and electricity is limited and assigned on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis.
- 3) **Vendors must remain set up throughout all Show hours**, (note: exception is being made to those already registered who can only participate on Friday due to the date change.)
- 4) **Loading / Unloading assistance** will be provided by Fieldhouse student workers.
- 5) **Morning only** refreshments provided both days for your enjoyment,
- 6) **Food Vendors** must be certified / licensed through Ag & Markets or Dept. of Health,
- 7) **All food vendors** planning to serve samples are required to contact the Dept. Of Health for necessary permits and guidelines; 315 386-1040.
- 8) **We will be providing a Shuttle Service** from a specified campus parking lot (to be determined) for the convenience of our vendors and shoppers.

Although the 'Cheel Show' was already sold out, we are able to open it up again due to additional space at the Fieldhouse versus Cheel Arena.

Because space is still limited, I ask that you do not forward this packet on to other vendor friends, as all new vendors need to be approved by us prior to sending them a packet. Feel free to pass along my name and contact info so they may contact me directly, if interested.

As always, I will do whatever I can to accommodate our long standing, loyal vendors. Please don't hesitate to contact me with questions.

We also have a 2<sup>nd</sup> show, the **Tastes & Talents of the North Country** holiday show, scheduled for December 7<sup>th</sup> & 8<sup>th</sup>, and packets are available if interested. It will be held at the St. Lawrence Centre in Massena, (former Bon-Ton store) and we envision creating a 'boutique-style' shopping experience decorated for the Holiday season!

Again, if you have any questions, please let me know.

Thanks.

Jo Ann Roberts, Events Coordinator  
St. Lawrence County Chamber of Commerce

[jo@slcchamber.org](mailto:jo@slcchamber.org)  
(315) 386-4000  
(315) 244-1909 cell

**2018 Craft, Food & Wine Show**  
**November 2<sup>nd</sup> & 3<sup>rd</sup>, 2018**  
**SUNY Potsdam, Maxcy Hall Fieldhouse, Potsdam, NY**

**Vendor Booths (if you're pre-approved to participate (1) day only, please note 1/2 the cost)**

Chamber Member Booths                      How Many?    \_\_\_\_\_ x \$ 100 each equals:                      \_\_\_\_\_  
Non - Chamber Member Booths              How Many?    \_\_\_\_\_ x \$ 120 each equals:                      \_\_\_\_\_

**No Tables & Chairs are provided free of charge this year. (Sorry) You're welcome to order them, as noted.**

8' Tables    How Many?    \_\_\_\_\_ x \$ 10 each equals:                      \_\_\_\_\_  
Chairs     How Many?    \_\_\_\_\_ x \$ 2 each equals:                      \_\_\_\_\_

**Electric (wireless internet throughout building.)**

\_\_\_\_\_ Yes, I absolutely need electric for my business' product, and agree to pay \$ 5.00 for it.                      \_\_\_\_\_

**Pre-Ordered Meals for Delivery to Booth (don't forget to attach order form)**

Yes!    How Many?    \_\_\_\_\_ x \$ 14 each equals:                      \_\_\_\_\_

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

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Merchandise: \_\_\_\_\_ New York State Sales Tax I.D. # (required): \_\_\_\_\_

**Anticipated Set Up Time**    \_\_\_\_\_ Thursday                      \_\_\_\_\_ Friday morning

Comments / Special Requests: \_\_\_\_\_.

**Please make checks payable to:**  
St. Lawrence County Chamber of Commerce

\_\_\_\_\_  
Exhibitor Signature

**Please Return Application to:**  
**by mail:**                      SLCCOC - Craft, Food & Wine Show  
Attn: Jo Ann Roberts  
101 Main Street, 1<sup>st</sup> Floor  
Canton, NY 13617

**2018 Craft, Food & Wine Show**  
**November 2<sup>nd</sup> & 3<sup>rd</sup>, 2018**  
**SUNY Potsdam's Maxcy Hall Field House, Potsdam, NY**

**Vendor Meal Options**

While we're very thankful that SUNY Potsdam was able to accommodate our Show on short notice, unfortunately, SUNY Potsdam's Maxcy Hall doesn't have a food court. They do have a concession stand on the 2nd floor of the building (we're on the 1st floor), which sells hot dogs, a variety of snack items, popcorn and beverages. This concession's hours of operation are unknown at this time, but I'll communicate them as soon as I know.

As some of you know from doing previous Shows, it is not always easy to 'get away' from your booth if you are working alone, and therefore, for your convenience, we have arranged for pre-paid, pre-ordered 'Boxed Lunches', with options as follows:

**Boxed Lunches Include:**

Choice of Beverage (Bottled Water, Pepsi, Diet Pepsi, Sierra Mist, Diet Sierra Mist, Root Beer, Orange), Choice of Sandwich (below), Bag of Chips, Piece of Fresh Fruit, Cookie and Condiments on the Side.

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|--|--|
| 1) <u>Cheddar &amp; Provolone Cheese w/ Lettuce &amp; Tomato</u> | 4) <u>Roast Turkey w/ Lettuce &amp; Tomato</u>   |
| 2) <u>Ham &amp; Cheddar Cheese w/ Lettuce &amp; Tomato</u>       | 5) <u>Tuna Salad w/ Lettuce &amp; Tomato</u>     |
| 3) <u>Hummus on Deli Roll w/ Lettuce &amp; Tomato</u>            | 6) <u>Roast Beef w/ Lettuce &amp; Tomato, or</u> |
- 7) Chef Salad (comes with Italian or Ranch dressing, beverage, cookie.)

Meals are \$ 14 each, and will be delivered to your booth, starting at the times noted below. If more than one person is ordering meals, please fill out one sheet for each person and return with Registration Forms and payment.

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_ (Leave Blank)

Vendor Name: \_\_\_\_\_

**Friday Lunch - 11:30 a.m. (show opens at 12 noon)**

Beverage Choice: \_\_\_\_\_  
Sandwich Choice or Chef Salad: \_\_\_\_\_

**Friday Dinner - 5:30 p.m.**

Beverage Choice: \_\_\_\_\_  
Sandwich Choice or Chef Salad: \_\_\_\_\_

**Saturday Lunch - 11:30 a.m.**

Beverage Choice: \_\_\_\_\_  
Sandwich Choice or Chef Salad: \_\_\_\_\_

Total Cost of Meals Ordered (at \$ 14 each): \_\_\_\_\_  
(Please add total to the Registration Form where noted.)



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**

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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:**

\$ \_\_\_\_\_

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**Signature**