



**LAKE ONTARIO REGION 16 SWEET ADELINES
VENDOR APPLICATION AND AGREEMENT – 2024**

EVENT: LAKE ONTARIO REGION 16 CONVENTION “**Boutique**”
LOCATION: Holiday Inn & Suites, 327 Ontario Street, St. Catharines, ON L2R 5L3

HOURS:

Load in/Set-up	Friday April 5 - 8:00 a.m. (Conference Center meeting room)
Hours of Operation	Friday, April 5 – 10:00 a.m. to 9:00 p.m. Saturday, April 6 – 9:00 a.m. to 9:00 p.m.
Tear down/Load out	Saturday, April 6 - 9:00 p.m.

FEE:

Non-Member Vendor	\$100 (non-refundable) - to accompany your signed contract
Region 16 Member with own business	\$75 (non-refundable) - to accompany your signed contract
Region 16 choruses and quartets	\$50
<p>The fee entitles the vendor to:</p> <ul style="list-style-type: none"> - One 4ft, draped table - Access to power (must bring own extension cord and/or powerbars) - Access to hotel Wi-Fi - Hotel accommodation at the Region 16 contracted rate (\$175 plus 21% taxes) 	

VENDOR INFORMATION:

Name of Business	
Address	
Name of Contract	
Cell Phone #	

SIGNATURE BLOCK:

<i>C. O’Dwyer</i>	
Colleen O’Dwyer, FC, Lake Ontario Region 16	Vendor Signature

METHOD OF PAYMENT:

By Cheque	Please make cheque payable to Lake Ontario Region 16 Sweet Adelines.
By eTransfer	To fc@saregion16.com . Security word not required. Autodeposit is set up.
SIGNING and RETURNING a copy, WITH your payment to the address below will be your contract with the Region. Until payment is received, your spot is NOT confirmed.	
This completed form and payment MUST be returned by February 28th	
By Mail to: Colleen O’Dwyer Lake Ontario Region 16 Finance Coordinator 6 James Park Square Scarborough, Ontario. M1V 2E6	By email to: Colleen O’Dwyer Lake Ontario Region 16 Finance Coordinator fc@saregion16.com