

# REGIONAL FIELD HOUSE

## Foothills-Okotoks Regional Field House

### FOOTHILLS FAMILY EXPO

**SATURDAY, JULY 4, 2026 | 9AM – 1PM**

<b>Full Name</b>		
<b>Business Name</b> To be used for signage		
<b>Business Category</b>		
<b>Address</b>		City/Province
<b>Phone</b>		Postal Code
<b>Email Address</b>		
<b>Website or Social Media</b>		

### BOOTH SPECIFICATIONS

**Vendor fee: \$115.50 – Includes 6' table, table cloth and 1 chair in a 10'x10' space.**

**Extra chairs are available upon request.**

**(Electrical outlet available for an extra \$21 fee. Limited power spots are available.)**

### ORDER FORM (PRICES INCLUDE GST)

<b>Booth Cost: \$115.50</b> (Includes GST)	<b>Quantity Required:</b> Booths _____ Chairs _____		
<b>If Adding Power, add: \$21.00</b> <input type="checkbox"/>	<b>Grand Total: \$</b>		
<b>Method of Payment</b>	Credit Card <input type="checkbox"/>	Etransfer <input type="checkbox"/>	Cash <input type="checkbox"/>
<b>Credit Card Number</b> Visa Or Mastercard Only	CVC# _____		Expiry _____ / _____

**Please add any other special requests here (ex. back wall, if you wish to be next to another vendor etc.)**

We will do our best to accommodate requests but they are NOT guaranteed. We reserve the right to make changes at any time.

**Last day to Apply: June 13, 2026 - Payment Due: June 20, 2026**

**Payment Information:** Do not send payment until you receive an email notifying you of your ACCEPTANCE (please make sure you are set up to receive our emails in your primary inbox, and not promotions or junk). Payment can be made after you have received this email via e-transfer to [accounting@regionalfieldhouse.com](mailto:accounting@regionalfieldhouse.com), in-person cash payment or Visa/Mastercard.

**Booking Policy:** Space will NOT be deemed confirmed until payment is received. All the payments for the show must be received by the Field House a minimum of 14 days prior to the event.

**Cancellation Policy:** All cancellations must be made to the Field House a minimum of 14 days prior to the event and will be charged an administrative fee of \$10.00. No refunds will be issued for any cancellations received after June 20th.

#### Vendor / Booth Guidelines:

- Vendors' booths MUST be set up and "Open for Business" 15 minutes prior to opening time.
- Vendors are not permitted to pack up or close their stalls before the completion of the advertised market hours.
- A Vendor Information Package will be sent out at least 1 week prior to the event containing a floor map and all other pertinent information. **Please make sure you are set up to receive our emails so they do not go to your junk folder.**

☐ **By checking this box, I confirm my knowledge and acceptance that my vendor booth fees are due on June 20th. I also understand that if I cancel my attendance to the Market after June 20th, I will NOT receive a refund.**