



POP-UP REGULATIONS

THANK YOU FOR BEING A POP-UP VENDOR!

Below are some rules and regulations we ask that you follow in order to participate in our Pop-Up Event:

CALLING CROW POP-UP EVENT VENDOR INFORMATION FORM SUBMISSION:

The online Vendor Information Form must be submitted 2 weeks prior to the event date of your choice.

APPROVAL AND PAYMENT:

Calling Crow will contact you directly once your application has been reviewed and approved. A non-refundable deposit of \$35 is required to secure the event and will be requested upon application approval. Payment can be made by e-transfer, cash or credit card. Online payment can be made at www.callingcrow.ca. Full payment must be received in full prior to event setup. All space purchases are final sale no matter how successful your event was.

CANCELLATIONS:

For event cancellations, please contact us within 48 hours of your event to avoid being charged.

VENDOR RESPONSABILITIES:

Merchandise and money exchange is not the responsibility of Calling Crow and must be managed solely by the approved vendor.

SET-UP AND TAKE-DOWN:

A 3x2 ft. table, small chalk board and space within our shop will be provided. Vendors are not to bring their own furniture unless approved by store owner due to limited space in-store. If special fixtures are required to display your work please let Calling Crow know before deposit is placed.

All vendors must be at the venue no later than 30 minutes before the start of the event to set up. This can be arranged with store owner if this is not during store operating hours.

The vendors Pop-Up area must be cleared 30 minutes after the end of the event. None of vendor belongings or waste is to be left onsite.

PARKING:

Free parking is available at Calling Crow but is first come first serve. It is located directly beside the shop. (west) Entry is off of Hachborn Street.

PROMOTION:

We'll be proudly marketing and promoting you as a part of this event; please plan to share and use your social media channels to promote both yourself and Calling Crow.

