

2016 BTLC Charity Market Vendor Package

Call for Vendors

Application Deadline: June 29, 2016

Make a Difference!

Thank you for supporting Behaviour Therapy and Learning Centre (BTLC). BTLC is a not-for-profit preschool/kindergarten for children with Autism Spectrum Disorder and other developmental delays, located in the community of Signal Hill, Calgary. We provide the intensity, individualization and a focus on functional skills needed for our students to achieve the greatest degree of independence possible and develop the capacity to participate in inclusive environments. Our students are successful because of our small class size, effective research-based teaching strategies, intensive programming, a high ratio of support for our children and our passion to make **Big Things Happen**.

We are very excited to bring our community together at the BTLC Charity Market. Your participation will support the exceptional programming at BTLC and will make Big Things Happen for local children and their families. Thank you for making a difference!

BTLC is a registered charitable organization established in 2004. We are proud to be a participating charity in the Birdies for Kids presented by AltaLink program, run under the Shaw Charity Classic ("Birdies for Kids"). The BTLC Charity Market is part of our fundraising efforts through this program. BTLC will receive 100% of EVERY DONATION collected and, through its matching program, will receive **extra funding of up to 50% of collected donations**.

BTLC Charity Market Event Date: Saturday, August 13th, 2016
10:00am – 5:00pm

*Application Deadline: Wednesday, June 29th, 2016

Location: Westgate Community Centre,
4943 8th Avenue SW, Calgary, AB

*Notification of acceptance to the BTLC Charity Market will be emailed by Friday, July 8th, 2016.

Terms of Agreement for successful applicants:

1. Table fee of \$30 + **Donated portion of sales*** _____

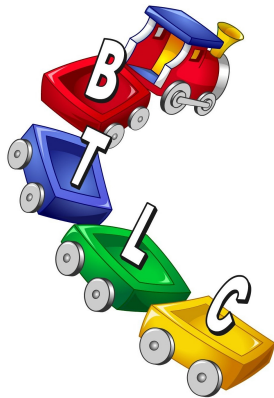
*A minimum of 15% commissions is suggested, however this is worthwhile cause so please feel free to leave a larger donation.

The Table fee payment form & cheque is due with the completed application on **Wednesday June 29th, 2016.**

Payment of Table fees and commission donations are to be made through the 2016 Birdies for Kids¹ fundraising program (see attached Donation Payment Instructions below).

2. You will be provided with one 6X2 foot long table and two chairs.
3. Items can be displayed on or behind your table.
4. Be prepared with your own signage and table dressings including tablecloths for the front and surface of the table, risers and drapery for backdrops if you wish to hang items.

Thank you for your interest in the BTLC Charity Market!



¹For more information about BTLC and our participation in the Birdies for Kids program, please contact Erin Bond at (403) 217-5876 or visit: www.btlc.ca. For more information about Birdies for Kids , please visit: <http://shawcharityclassic.com/birdies-for-kids.php>.

BTLC Charity Market Application

Name/Business Name: _____

Email contact: _____

Phone Number: _____

Website: _____

Do you have connection to Behaviour Therapy and Learning Centre (BTLC)? Y or N

If yes, please check one. Is your connection through:

- a. the parent of a child currently attending BTLC _____
- b. the parent of a child that attended BTLC in the past _____
- c. a former or current BTLC staff member _____
- d. a former or current BTLC Board of Directors _____
- e. Other _____

If you are comfortable, please feel free to tell us the name of your connection with BTLC:

If other, how did you hear about the BTLC Charity Market?

Please describe your product:

Do you make your own products? _____

Will you have "cash and carry" items for purchase? _____

***Amount of your donation:** Table fee \$30 + _____% of sales

OR other (please specify) _____

Do you have additional display furniture (easels, racks etc):

Do you have special needs (electricity, table against a wall etc.):

Conditions

Please initial each line for understanding and the following conditions.

1. Vendors are responsible for the table they have been assigned and must leave tables and immediately surrounding areas in the same condition as they were previously. Vendors are responsible for set-up and take-down._____
2. If vendors are unable to occupy their table for the full duration of the market, they are asked to notify Grace McKay at gracem@btlc.ca in advance of the Market date so that alternate arrangements can be made._____
3. Vendors selling food must meet all Food Safety guidelines as outlined by Alberta Health Services._____

Please send completed applications to Grace McKay at gracem@btlc.ca by **Wednesday, June 29th, 2016**. Applications can also be dropped off at the school during business hours at Suite 100, 2107 Sirocco Drive SW, Calgary. Attention: Stephanie Law or Lisa Saelhof.

Donation Payment Instructions

Payment of Table fees and commission donations are to be made through the 2016 Birdies for Kids fundraising program.

Table fee payment:

Please complete the attached Birdies for Kids Pledge Form and attach a \$30 cheque payable to *Calgary Shaw Charity Classic Foundation*. Submit with the Application form.

If the vendor application is not accepted by BTLC, the cheque will be returned to the applicant. The table fee is non-refundable once the vendor application has been accepted.

Donation upon Market Completion:

Once sales are tallied and your donation is calculated, payment is due 1 week after the completion of the Market on **Friday August 19th, 2016**.

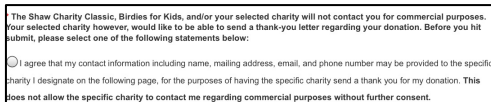
Donations can be made online as follows:

1. Click on this link:

<https://events.r2it.com/birdies/r.aspx?site=ShawCharityClassic&charity=BTLC>



2. Complete the fields with the donor information (this is used for your charitable tax receipt). ***IMPORTANT:** Please check off the checkbox that says *"I agree that my contact information including name, mailing address, email, and phone number may be provided to the specific charity I designate on the following page, for the purposes of having the specific charity send a thank you for my donation. **This does not allow the specific charity to contact me regarding commercial purposes without further consent.**"* because this allows us to identify your payment when it comes in.



3. Click "Submit". You will be taken to the "Donation Submission Form – Donation/Payment" page.

4. Ensure **BTLC** is selected as the designated charity. This ensures that BTLC will receive the funds. Fill in your donation amount under "Flat Donation". You can pay by credit card or request an invoice to be mailed to you.

Donation Submission Form - Donation/Payment

Charity
BTLC [Click Here to View Charity Info...](#)

Pledge per Birdie: \$ \$0.01 minimum OR Flat Donation: \$ \$10.00 minimum

Referred By (Bird):

Payment Information...

Payment Method: ☒ Credit Card ☐ Invoice

Credit Card: Name on Card:

Credit Card Number: CVV #: [What's this?](#)

Expiration Date:

Billing Address Information
[Click to View Address](#)

4. Click "Submit". Your pledge summary will be displayed. Please review the information and click "Submit" to complete the transaction.

If you are unable to make your donation online, please complete the attached Birdies for Kids Pledge Form (select one-time flat fee and your method of payment).

A charitable tax receipt will be issued for all donations greater than \$10.

If you have any questions, feel free to contact Grace McKay at gracem@btlc.ca.

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