



2024 GATHERING OF OUR PEOPLE

Vendor Registration

Contact Information

Company / Organization: _____

Department / Program _____

Contact Name _____

Address Line 1 _____

Address Line 2 _____

Email _____

Phone _____

Rental Information

DAY

TUE, JULY 30 _____

WED, JULY 31 _____

THU, AUG 1 _____

FRI, AUG 2 _____

RENTAL TYPE

Info Booth _____ \$75 / day

Craft Table _____ \$30 / day

Food / Drink _____ \$50 / day

Business _____ \$75 / day

MCFN Elder _____ FREE

LOCATION

Arena Pad _____ 5 pm – 10 pm

Arena Viewing _____ 5 pm – 10 pm

Outdoor Tent _____ 10 am – 5 pm

Hall _____ 1 pm – 4 pm

----- **ADMINISTRATIVE USE ONLY** -----

Total \$ Received: _____ Date Received: _____ Received by: _____



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Vendor Registration Information

All payments due by July 23rd, 2024. Always include your payment receipt when submitting your registration form.

Forms

Ensure all information is clear and legible. Send forms and payment receipts to Lisa Sutherland goop.assistant@moosecree.com.

General Payment Information

- **SPACE IS LIMITED.** Payment secures your registration.
- Free registration for elders is limited to Moose Cree First Nation members only.
- Fees are waived for Moose Cree First Nation departments and programs.

In-Person Payments:

Payments can be made at the MCFN finance office. Provide your vendor registration form **and** payment receipt to the main receptionist, or hand-in directly to Lisa Sutherland, GOOP Assistant Coordinator.

Online Payments:

E-Transfer

EMT payments can be sent to ar@moosecree.com. Include your name and what the payment is for in the message box.

IMPORTANT: Failure to include a message in your EMT will result in delays in processing payment. Always keep a copy of transaction (email, screenshot, or confirmation code).

Online Banking:

- Sign in to your bank's app or webpage
- Go to BILL PAYMENTS
- Add Payee
- Search and select "**Moose Cree First Nation Utilit**" or type in Moose Cree First Nation. We only have ONE Payee.
- Enter Account Number for GOOP payments: **97500**
- Confirm to add MCFN-Utilities as New Payee
- Complete your payment

Vendor / Booth Information

- Designated vendor areas will be mapped and made visible on site. You will receive your table number upon arrival along with a copy of your registration.
- All vendors will receive one table and two chairs.
- Spaces are 8 ft x 8 ft.
- Please advise if you have a pop-up tent.
- All vendors are to set up and take down at their self-selected time slot.
- We cannot store your equipment or displays. We are not responsible for lost or stolen items.
- You are responsible for your area. Please keep clean and have a garbage bin in your area.
- For safety reasons, vendors cannot use appliances that require electrical or propane power sources.

Assistance

If you have any questions or require assistance regarding your registration, payments, or policies, contact Lisa Sutherland, GOOP Assistant Coordinator, at goop.assistant@moosecree.com.