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July 26, 2019

Dear Crafter,

Application for all Vendors to the Arber Christmas Craft Sale

Thank you for your interest and support of our Christmas Craft Sale. We are pleased to be planning our 14th Annual Craft Sale. This years date is **Saturday, November 9, 2019**. The schedule is as follows:

Set Up:	Friday, Nov. 8	set up will be in 2 hour assigned time slots between 10 am - 5 pm.
	Saturday, Nov. 9	8:00am – 8:45 am
Sale:	Saturday, Nov. 9	9:00am – 4:00 pm (no early take-down)

2019 sale: Customers will have the option to pay you (the vendor) directly, or to process their transaction through our Central Cash System (you cannot dictate that the customer pay you, the customer will have the option). We will have signage up throughout the sale so that customers understand the options. We require that all items are easily identified with your name / company name and price.

We will issue cheques at the end of the day, or the Monday following the sale. There is room for error in this process, therefore Arber will not accept responsibility for any discrepancies or thefts.

Upon acceptance, and closer to the sale date we will forward flyers for you to distribute as well as use with your social media and websites. This has proven to be the most effective advertising. Arber will be advertising through various marketing channels.

The initial jurying and selection of artisans will begin August 15, 2019. The acceptance process takes about one month to complete. You will be notified of your status. Applications received after September 15, 2019 will be reviewed and considered and selection will be based on the remaining space and category availability after the initial jurying process is complete.

You are asked to be in attendance for the entire show. The **Non- Refundable registration fee will be invoiced at time of written acceptance (please do not send funds prior to acceptance).**

Please mail, email (arbergreenhouses@yahoo.ca) or drop-off your completed application at your earliest convenience.

Yours truly,

Andrea Cleland
Arber Greenhouses

RULES, REGULATIONS & CONDUCT GUIDELINES
For all Vendors / Applicants to the Arber Christmas Craft Sale

Criteria for Selection of Vendors:

- Craft Sale diversity is a priority for Arber Greenhouses. Priority for Craft Sale Acceptance is given to applicants that have previously participated and are in good standing, but does not guarantee acceptance.
- To Vendors whose products are hand-crafted, & unique.
- Home based franchise business or resale businesses are not eligible for attendance.
- Placement within the Craft Sale is at the discretion of Arber Greenhouses with the best interest of all Vendors, the whole Craft Sale presentation and mix. Requests for specific locations are taken into consideration, but not guaranteed.
- You will be notified by mail / email by mid-September whether or not you have been accepted as a Vendor
- At the time of acceptance you will receive an accurate invoice, **do not** send payment with application.

VENDOR CONDUCT, RULES & EXPECTATIONS

- Arrival: All Vendors are expected to arrive early and be ready for opening at 9am. As the parking lot must be kept free for customers, Vendor parking will be available in designated areas behind the Greenhouse. Special care must be taken not to damage the greenhouses or any plant material. Vehicles are to be parked in designated Vendor parking before 8:45am. Tables not occupied by 8:45am may be re-assigned to other Vendors.
- Leaving: No Vendor shall pack up their products and / or displays before 4:00pm. Vendors who take down early may not be accepted into future sales.
- Vendors are expected to be patient and cooperative with regard to loading and unloading of their materials.
- Vendors are expected to stay within their allotted space. If more space is required please request 2 spots or a booth for Arber's consideration. Vendors may not sublet or share their space.
- An assigned set-up time will be sent to the Vendor prior to the event.
- All vendor products and signage is required to be marked with the vendor name listed on the application form.
- Vendors assume responsibility for compliance with local and provincial ordinances and regulations covering licenses, permit, insurance, safety and health.
- Sale: All products to be offered for sale must be listed on the application form, and are subject to approval by Arber Greenhouses. Vendors may be limited to selling only certain products.
- 8' Tables will be provided as requested at an additional \$15 per table. No other sizes available. You will need to bring your own table covering and skirting. Chairs will be provided as requested at an additional \$5 per chair.
- All display materials, boxes and packing material must be taken home with the Vendor.
- Disputes among Vendors or customers and Vendors must be brought to Andrea Cleland of Arber Greenhouses. Rude behaviour will not be tolerated.
- Coffee and baking provided (by Arber Greenhouses) during the Craft Sale is for customers and visitors to the sale. Vendors (and your representatives), please bring your own food / beverages.

Arber Christmas Craft Sale Application 2019

* Application must be filled out in total. Incomplete forms will not be accepted*

Business Name: _____ Vendor(s) Name: _____

Name to appear on Cheque: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Phone #: _____ E-Mail: _____

Website: _____ Facebook: _____

Have you previously been a Vendor at Arber Christmas Craft Sale? _____

If "Yes", for how many years? _____

Where else is your product available? List other markets, shows, consignment, retail, wholesale:

Do you have Vendor Booth Liability Insurance: _____

Please indicate all that apply as well as the number required:

___ #	Booth 10' x 10' Market Fee: \$200 (100 sq feet) (Table Not Included)
___ #	Booth 10' x 6' Market Fee \$150 (60 sq feet) New for 2019 only 3 available. Please indicate a second choice. (Table Not Included)
___ #	Traditional Double Space Fee: \$140. (Aprox. 115 sq feet) (Table Not Included)
#	Traditional Floor Space Market Fee: \$75 (Aprox. 60 sq feet) (Table Not Included)
___ x \$15	8' x 3' table; additional \$15/per table.
___ x \$5	Chair(s); additional \$5/per chair.
	I have my own display. Please list display items, display dimensions and other props being used (may be subject to approval by Arber):
	Power Outlet: vendors will be required to supply their own labeled extensions cords.
	Other Considerations or Special Needs:

VENDOR PRODUCT LIST

Please list below or attach another sheet, describing all the items that you intend to sell at the Arber Christmas Craft Sale. Please give a detailed description of the products that you will have on your table. Please print clearly. Products not listed on the form will not be allowed at the Sale. Please do not put “Same as last year”.

- **New applicants MUST submit photos that represent your main line**
- **Samples of products may be requested if required.**

*****Please note that photos will not be returned.**

ACCURACY AND ACKNOWLEDGEMENT OF RULES:

By signing below, I declare that the information on this form is complete and accurate. I agree to pay the rates as set out by Arber Greenhouses Ltd, and to abide by the rules and policies. I understand that not all applicants are granted space in the Arber Christmas Craft Sale, and that it is the right and responsibility of Arber Greenhouses Ltd. to decide who may vend products and the allocation of space at the Arber Christmas Craft Sale. I accept that Arber Greenhouses Ltd. makes no guarantee as to the location of my booth or that there will not be other Vendors with similar products. I accept that Arber Greenhouses is not responsible for my success at this event, or for any financial discrepancies or thefts / damage of Vendor product.

Signature: _____ **Date:** _____