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July 26, 2018

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 13<sup>th</sup> Annual Craft Sale. This years date is **Saturday, November 10, 2018**. The schedule is as follows:

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

Market Space: Booth Space 12' x 12' - \$200 (no table)  
Table Space approx. 8' x 5' - \$70 (no table)

**2018 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. This has proven to be the most effective advertising. We will also be advertising in local papers, on our website ([ArberGreenhouses.com](http://ArberGreenhouses.com)), Newsletter and Facebook.

The initial jurying and selection of artisans will begin August 15, 2018. The acceptance process takes about one month to complete. You will be notified of your status. Applications received after September 15, 2018 will be reviewed and considered and selection will be based on the remaining space and category availability after the initial jurying process is complete.

Rental covers the costs of us renting tables, advertising, staffing, postage, merchant fees, etc. 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 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 9am. 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.
- 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 behavior 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.

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

Business Name: \_\_\_\_\_

Vendor(s) Name: \_\_\_\_\_

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:

___ #	<b>Booth 12' x 12' (NEW) Market Fee: \$200</b>	___ #	<b>Traditional Table Area Market Fee: \$70</b>
___ x \$15	8' x 3' table; additional \$15/per table. Limited quantities.	___ x \$15	8' x 3' table; additional \$15/per table. Limited quantities.
___ x \$5	Chair(s); additional \$5/per chair. Limited quantities	___ x \$5	Chair(s); additional \$5/per chair. Limited quantities
	I have my own display. Please list display items and other props being used (may be subject to approval by Arber):		I have my own display. Please list display items 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.		Power Outlet: vendors will be required to supply their own labeled extensions cords.
	Other Considerations or Special Needs:		Other Considerations or Special Needs:

**VENDOR PRODUCT LIST**

