



September 5, 2018

Greetings! We invite you to participate in our twenty-second annual show on November 15th, 16th & 17th to sell your **HANDCRAFTED** items.

Our Craft Show is unique in that the crafters are not in attendance with their booths, rather we are selling it for you. Your sales are handled on consignment (20%), where we record each item brought to the front of our store. We also take every precaution for security by constantly monitoring the booths and always having staff working on the showroom floor.

In the interest of being fair to all our vendors who work so hard throughout the year to produce quality items, please note that all items must have a **home-made** component to them. In other words, no purchased items should be re-sold at our venue. If you are uncertain how this applies to you, please feel free to ask.

For us to be able to keep an accurate record of your sales, we request that **EACH ITEM** be tagged with your 3 initials & the price. Due to the difficulties we have experienced with handwritten tags, we will be providing you with stickers with your initials on them. You can add numbers to the stickers if you are keeping track of your inventory. In order to ensure that every vendor has a unique set of initials, we ask that you register as early as possible so that we can avoid duplication with providing you with the stickers. Keep your pricing as simple as possible – ie. Don't use \$2.95, just make it \$3.

Please **MAKE SURE** that your tags are securely fastened to each item.

Booth set-up will be Monday the 12th & Tuesday the 13th. Once we have received your registration fee, we will designate a space for you. There are a limited number of tablecloths & boxes for props available as well.

Booth tear down will be Tuesday, November 20th. Your envelope with your earnings & Sales Summary will be available on that date as well.

QUICK NOTES:

- 1) This year our fee has increased to \$25 registration in order to secure your 8'x4' booth & assist with advertising for this event. If you do not pay in advance, a spot WILL NOT be reserved for you.
- 2) We charge 20% commission on your total sales, as payment for displaying & selling your crafts.
- 3) Please pick up your merchandise on Tuesday, November 20th, between 9am & 5pm (unless other arrangements are made in advance).
- 4) An envelope will be given to you on Tuesday with a complete record of your total sales & will also include your cash or a cheque, less the 20% consignment fee. **Payment will not be available before Tuesday the 20th.**

Please fill out the following form & return it with your payment so that we can reserve your spot!

Thank you & we look forward to your participation!
Sincerely,

Fiona James

Name		3 Initials by which you identify your product: _____
Address		
Email		
Phone #		
Crafts entering		
** I acknowledge that Eising Garden Centre is not responsible for lost or stolen items _____ **		