

Dear Artisan,

ARTISANity Show and Sale 2022 will take place November 4th and 5th in Peterborough Square. By continuing to use the Square, many of our customers will know where to find us and we hope to be early in the season before customers have over spent their budget.

Organized by Artisans Centre Peterborough, this is an opportunity for you as a member to sell your work in the lucrative fall and Christmas gift market. It is an especially good opportunity for those members who usually do not participate in shows to sell a few items at little cost. We have purposely kept the costs low to provide this as a service to you. A 25% commission from the proceeds of the sales will go towards supporting Artisans Centre Peterborough and show costs. The commission includes the costs of debit and credit card sales.

The Peterborough Square space we will have this year has much better lighting. Every vendor must volunteer for a few shifts at the sale and a pre-show job. All items for sale will be juried to make sure they meet the quality expected for the show. Please respond as soon as you can to secure space to sell your beautiful creations.

We hope all of you will be diligent in spreading the word about ARTISANity and encouraging everyone you know to come. Please encourage your fellow guild members to participate.

How to participate:

1. Send an **email** to artisanity@artisanscentre.ca to save your place as soon as possible. (within a week)
2. **Fill in the registration form and write a cheque** payable to Artisans Centre Peterborough. See the registration form for e-transfer option. **Mail or drop it off** at the Artisans Centre Peterborough, 360 George St. N. Unit 3, Peterborough, K9H 7E7 before **October 10** for the **early bird registration fee of \$30.00**. After that date the registration fee will be **\$50.00**.
3. Set up will be November 3rd and 4th. You must bring your items at a yet to be determined time, properly tagged and priced, and place them on a designated table space. Please take all empty moving containers with you. A fee of \$50 will be added if you are not able to do this or pick up your items at the end of the sale.

Your Show Coordinators

Barbara Bellchambers 705-652-5115

Anne Carling 705-799-1243

ARTISANity Show and Sale REGISTRATION FORM

Peterborough Square

November 4th 12 pm to 6 pm

November 5th 10 am to 3 pm



To indicate your interest in participating in this sale please email your name, guild and phone number and preshow job preference to: artisanity@artisanscentre.ca. Phone: 705-775-1797. To sell items outside your guild's product line, email a photo to be juried. **All forms must be received by October 10th, 2022** for the early bird rate.

Name: _____ E-mail: _____

Mailing Address: _____

Phone Number: _____ 3 letter ID code: _____

Membership: Independent PWSG KG KPG

Please initial each box and sign below

- I have enclosed my \$30.00 early bird cheque by October 10th made payable to Artisans Centre Peterborough. For e-transfer use info@artisanscentre.ca memo - **Artisanity** **OR**
- I have enclosed my \$50.00 regular registration cheque made payable to Artisans Centre Peterborough.
- I have included a self-addressed envelope to receive my proceeds of the sale and tag stubs.
- I have volunteered to do _____ jobs.
- I will print and attach the tags provided to my items with the ID code listed above
- I understand that a 25% commission will be taken to support the ACP.
- I understand that I am responsible for my sales items (tax, insurance etc.)
- I **will not** hold the ACP responsible for any damages or **items stolen** while in the ARTISANity Sale
- I will deliver and pick up my items to the sale space in Peterborough Square at the designated time. (most likely 9am November 4 and 3 pm November 5)
- I will be supplying my own display stands as listed below.

Signature: _____

Forms and cheques may be delivered to or mailed to: Artisans Centre Peterborough, 360 George St. North, Peterborough K9H 7E7.

Volunteer Positions for ARTISANity Participants

See the job descriptions on next page to give you an idea of what each job involves.

Please pick at least one before show job and one after show job, indicating each in order of preference (e.g. 1, 2, 3...)

Before the ARTISANity show

1. Distribute some rack cards and posters: **Everyone** (plus 2 main people) _____
2. Social Media _____
3. Volunteer Coordinator _____
4. Online Advertising _____
5. Put up (and take down) road signs _____
6. Help move tables, put display stands, hang banners and decorations on November 3rd _____
7. Wash table cloths ahead of time and put them out on tables on November 3rd _____
8. Display Team: artistically display items for sale on November 4th _____

At the ARTISANity Show and afterwards

9. Take turns at scheduled times as: Wrapper, Greeter, or Floor Assistants: **Everyone**
10. Security: after the sale Friday Nov.4 - 6 pm until Peterborough Square closes _____
11. Security: Before the Sale Sat. Nov. 5 – 6 am until 10 am _____
12. Take down and pack away items: **Everyone**

Volunteer job descriptions

Rack Card Distribution

– 1 person to take cards and posters to display spots in Peterborough - Bulletin Boards, rack card stands.

-- 1 person to drive cards and posters to outside communities. Lakefield, Bridgenorth, Ennismore, Lindsay, Warsaw, Keene, Fowlers Corners, Buckhorn, Bobcaygeon.

Advertising— 1 person to post online ads **as early as possible**.

Volunteer Coordinator – 1 person to communicate with the volunteers via email and phone, schedule and allocate jobs a few weeks before the show. Explain duties and greet vendors, check them off the attendance, and oversee unloading of items on Friday.

Road Sign placement – At least 2 people to take a section of Peterborough and put up signs on the Sunday or Monday before the show and to take them down the last day of the show in the late afternoon or Sunday.

Set up – at least 4 people to move tables, hang banners and signs, Christmas Decorate, build display stands.

Tablecloths and decoration - put on table cloths, remove, fold and wash before and after.

Wrappers, Tag takers – 1 person a shift – wrap purchases to protect items, check items are paid for, take and sort tags, provide business cards

Floor Assistants – 3 people per shift – closest to the door greets, inform and assists customers, watch for theft, restocks and redispays items as required