

Hello Artisan

ARTISANity is happening again in Peterborough, **November 1, 2, 3 at the Knights of Columbus Hall**. We have once again chosen to the first weekend of November to build on your reputation for high quality work in the competitive local Christmas handcrafted market.

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 Knights of Columbus space is much larger and more expensive than the Marshland Centre. However, you will be able to bring more product and we will be selling on the Friday evening as well as on Saturday and Sunday. Every vendor must volunteer for at least one job for the show. All items for sale will be juried to make sure they meet the quality expected for the show.

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 Penny at artisanity@artisanscentre.ca including your name, phone number, guild and volunteer job preference to reserve your place.
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. Unit3, Peterborough, K9J 7E7 before **October 15** for the **early bird registration fee of \$25.00**. After that date the registration fee will be \$40.00.
3. Your **items must be dropped off at the Knights of Columbus Hall**, 317 Hunter St. W. (Hunter and Rubidge), between **12 - 1 pm Friday**, November 1st and picked up shortly after **4:00 p.m. on Sunday**, November 3th when all the shoppers are finished. A fee of \$50 will be added if you or a friend on your behalf are unable to do this.

Please tell your friends, family, neighbours and co-workers about this great sale! Wishing you every success at this show and sale.

Your Show Coordinators

Barbara Bellchambers 705-652-5115 Anne Carling 705-799-1243

ARTISANity Show and Sale REGISTRATION FORM

At the Knights of Columbus Hall

317 Hunter St. W. Peterborough, ON

Friday, Saturday & Sunday November 1, 2, 3 2019



To indicate your interest in participating in this sale please email your name, guild and phone number and volunteer job preference to: Penny Boyd, email: artisanity@artisanscentre.ca Phone: 705-652-7908. To sell items outside your guild's product line, email a photo to be juried. **All forms must be received by October 15th, 2019** for the early bird rate.

Name: _____ E-mail: _____

Mailing Address: _____ City _____

Phone Number: _____ 3 letter ID code: _____ Guild membership: _____

Please initial each box and sign below



I have enclosed my \$25.00 early bird cheque by October 15 made payable to Artisans Centre Peterborough. For e-transfer use info@artisanscentre.ca security word - artisanity **OR**



I have enclosed my \$40.00 cheque made payable to Artisans Centre Peterborough.



I have included a stamped 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 my items to the Knights of Columbus Hall Friday November 1 between 12-1 p.m. and pick up my items after 4:00 p.m. Sunday, November 3, after the customers have finished.



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 K9J 7R8.

Volunteer Opportunities for ARTISANity Participants

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

Before the ARTISANity show

- 1 Distribute rack cards and posters –everyone plus --2 people _____
- 2 Social Media _____
- 3 Volunteer Coordinator __ Heather _____
- 4 On line Advertising _Melodie _____
- 5 Put up and take down road signs -- 4 people _____

At the ARTISANity Show

- 6 Wrappers –Friday 4-9 _____ Sat. 10 -1 _____ Tag taker _____
Sat 1-5 _____ Sun 10-1. _____ Sun. 1-4:30 _____
- 7 Floor Assistants (2 people each shift) Friday 3-9 _____ Sat. 10-1 _____
Sat 1-4 _____ Sun 10-1. _____ Sun 1-4:30 _____
- 8 Set–up Fri 9-12 and take down Sunday after 4 (3 people) _____,
_____, _____
- 9 Table cloths and decorating Fri. 9-12, Sunday 4 _____.
- 9 Snack and coffee area organizer _____

Please indicate your 1st, 2nd, and 3rd choices. Spaces will be filled on a first come basis.

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 and locate unloading of items on Friday.

Road Sign placement – 4 people to put up signs on the Monday morning or Sunday afternoon before the show and to take them down the last day of the show in the late afternoon or Monday morning.

Set up and take down – 9 am - noon Friday, 4:30 until finished Sunday --3 people to set up and put away tables, hang banners and signs, load & unload cars, build display stands.

Tablecloths and decoration - put on table cloths, remove, fold and wash after, place display stands, put up and take down Christmas decoration.

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

Floor Assistants – 2 persons per shift – 1 closest to the door greets and informs and assists customers and provides security for the front half of the room. -- 1 in back half of the room assists and informs customers, provides security, watches washroom and refills and minds the coffee snack area.

Snack and Coffee Coordinator – 1 person – purchase supplies, set up area, make coffee and tea, teach volunteers procedure to mind area, frequently check the area and supplies throughout the show.

Social Media – 1 person for Facebook, Twitter, Instagram and Photography