

Hello Artisan

We have the opportunity to hold **Spring ARTISANity 2023** in Peterborough Square in the lower concourse or most likely in the empty store front nearby. We are building our customer base for ARTISANity.

Organized by Artisans Centre Peterborough, this is an opportunity for you as a member to sell your work this spring with Mother's and Father's Day, and the Graduation and Wedding season approaching. 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.

Registrations will be accepted on a first come basis but representation from each guild will be considered if necessary. Every vendor must volunteer for 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.

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](mailto:artisanity@artisanscentre.ca) including your name, phone number, and guild to reserve your place as soon as possible.
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 **April 1** for the **early bird registration fee of \$30.00**. After that date the registration fee will be \$40.00.
3. You must bring your items, properly priced and set them on a designated space on Friday April 28 between 9 and 10 am. A fee of \$50 will be added if you are not able to do this or to pick up your items at the end of the sale.

Your Show Coordinators

Barbara Bellchambers [bellcham@nexicom.net](mailto:bellcham@nexicom.net)

Anne Carling [gourdjest@outlook.com](mailto:gourdjest@outlook.com)

Leslie Gifford Cook [lchg@nexicom.net](mailto:lchg@nexicom.net)

# Spring ARTISANity Show and Sale 2023 REGISTRATION FORM

Peterborough Square Lower Concourse

Friday April 28, noon to 9 pm,

Saturday April 29, 9 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](mailto:artisanity@artisanscentre.ca) or 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 April 1st** 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 \$30.00 early bird cheque by April 1 made payable to Artisans Centre Peterborough. For e-transfer use [info@artisanscentre.ca](mailto:info@artisanscentre.ca) memo - artisanity **OR**
- I have enclosed my \$40.00 cheque made payable to Artisans Centre Peterborough.
- I will pick up my sale tag stubs 2 weeks after the sale.
- I will accept an Etransfer of my proceeds at \_\_\_\_\_ email for transfer.
- I require a written cheque for my proceeds and have enclosed a self-addressed envelope.
- 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 in the sale space in Peterborough Square between 9 and 10 am April 28.
- 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 unit #3, 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**

**Everyone:** will email a provided promotion to all their contacts and post on Facebook page.

1 Distribute rack cards and posters –everyone plus 2 people

1. In Peterborough\_\_\_\_\_
2. Surrounding communities \_\_\_\_\_

3 On line advertising to begin immediately 3 people \_\_\_\_\_

4 Prepare road signs for placement \_\_\_\_\_

5 Put up and take down road signs 2 people \_\_\_\_\_

6. Set up: April 27<sup>th</sup> Help move tables, put out display stands, hang banner and put on tablecloths. \_\_\_\_\_

7 Item Display 2 people morning of April 28<sup>th</sup>.

### **At the ARTISANity Show Everyone will take turns as scheduled.**

Wrappers \_\_\_\_\_ and Floor Assistants \_\_\_\_\_

Take down: everyone

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

## Volunteer job descriptions

**Poster 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, Millbrook, Buckhorn, Bobcaygeon.

**Online Advertising**— 2- 3 people to post online ads **as soon as possible.**

**Preparing Road Signs** - 1 person to prepare road signs before they go out.

**Road Sign placement** – 2 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 Sunday.

**Set up and take down** –2 people to move tables, hang banners and signs, build display stands.

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

**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 – Most importantly provide security to prevent theft, greets, informs and assists customers and provides security.