

## Hello Artisans

**ARTISANity** is happening again in Lakefield, **April 24-26, 2020 at the Marshland Centre**. Organized by Artisans Centre Peterborough, this is an opportunity for you as a member to sell your work in the lucrative spring 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 Marshland Centre's space is a lovely venue, with three walls of windows across from the Lakefield beach. 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. Postcards can be picked for all artisans to distribute at the Artisans Centre by early February.

### How to participate:

1. Register at [www.artisanscentre.ca](http://www.artisanscentre.ca) under workshops and events/specialinterest. Send an **email** to Heather at [artisanscentre.secretary@gmail.com](mailto:artisanscentre.secretary@gmail.com) with your volunteer job request.
2. **Pay on line or write a cheque for \$25** payable to Artisans Centre Peterborough. See the registration form for e-transfer option.
3. **Mail or drop it off** at the Artisans Centre Peterborough, 360 George St. N. Unit3, Peterborough, K9J 7E7 by **April 9th to be included in the show. Registration fee after that date will be substantially increased.**
4. Your sale items must be dropped off at the Marshland Centre between **12 - 1 pm Friday, April 24th** and picked up shortly after **4:15 p.m. on Sunday, April 26** 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

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

**ARTISANity Show and Sale REGISTRATION FORM**  
**At the Marshland Centre, 64 Hague Blvd, Lakefield, ON K0L 2H0**  
**Saturday & Sunday April 25-26 2020**

**All forms and payment must be received by April 9th, 2020.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_  
Phone Number: \_\_\_\_\_ 3 letter ID code: \_\_\_ \_\_\_ \_\_\_  
Guild membership: \_\_\_\_\_

**Please initial each line and sign below:**

- I have enclosed my \$25.00 cheque by April 9, 2020 made payable to Artisans Centre.  
 For e-transfer use [info@artisanscentre.ca](mailto:info@artisanscentre.ca) security word - artisanity  
 I have volunteered to do \_\_\_\_\_ jobs.  
 I will print and attach the tags provided to each of 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 Marshland Centre, Friday April 24<sup>th</sup> between 12-1 p.m. and pick up my items after 4:15 p.m. Sunday, April 26, when all the customers have finished.  
 I will be supplying my own display stands as listed below.

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I have included a stamped self-addressed envelope to receive my proceeds of the sale and tag stubs, or

Please leave my cheque and tag stubs at the Artisans Centre for pick-up.

**Signature:**

**Forms and cheques may be delivered to or mailed to: Anne Carling, Artisans Centre  
Peterborough, 360 George St. North, Peterborough K9J 7R8.**

## Volunteer Opportunities for ARTISANity Participants

You need to email your name, a copy of this page, or a list of your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices to: **Heather Brooks <heatherleebrooks@gmail.com>**

Please see the job descriptions on the next page to give you an idea of what each job involves. Spaces will be filled on a first come basis.

Everyone is asked to distribute rack cards in your area, and to take at least two road signs for your front lawn and the area where you live. As well, everyone will assist with take down after gathering your own items: gather lifters, fold tablecloths, remove and fold curtains, and take down tables after packing their own items.

### Before the ARTISANity show

- 1) Distribute rack cards, and posters – everyone + (2 people) \_\_\_\_\_
- 2) Social Media \_\_\_\_\_
- 3) Volunteer Coordinator \_\_\_Heather Brooks\_\_\_\_\_
- 4) On line Advertising \_\_\_\_\_
- 5) Put up and take down road signs, everyone + (2 people) \_\_\_\_\_

### At the ARTISANity Show

- 6) Set-up Fri 10-12, including table cloths and decorating \_\_\_\_\_
- 7) Wrappers Sat. 10 -1 \_\_\_\_\_ Sat 1-5 \_\_\_\_\_  
Sun 10-1. \_\_\_\_\_ Sun. 1-4:30 \_\_\_\_\_
- 8) Tag taker Sat. 10-1 \_\_\_\_\_
- 9) Floor Assistants (2 people each shift) Sat. 10-1 \_\_\_\_\_  
Sat 1-4 \_\_\_\_\_ Sun 10-1. \_\_\_\_\_ Sun 1-4:30 \_\_\_\_\_
- 10) Pick up Crew 2 people to pick up items at the ACP and deliver them to the show early Friday and return the same items Monday.

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

**Rack Card Distribution** – 2 people to take cards and posters to display in stands and on bulletin boards Peterborough and Lakefield and surrounding communities.

**Advertising**— 2 people 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** – 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 Monday morning.

**Set up, Tablecloths and decorations** – 10 am - noon Friday --2 people to set up tables, put on tablecloths, hang banners and signs, build display stands.

**Wrappers and 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.

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

**Pick up Crew** – 2 people to pick up items at the ACP and bring them show early Friday and return them early Monday.