

Hello Artisan

We have the opportunity to hold **ARTISANity** again in Peterborough at the Square. There is a large space available to rent for Thursdays, Fridays and Saturdays after mid-November to mid-December. Possibly beginning November 18th or 25th. Once we set up we can stay set up!

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 is adequate for you to bring ample product and we hope to be selling Thursday and Friday evenings. Every vendor must volunteer for a number of 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 so we will know if we should secure the rental of the space.

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 ACPmembership2021**@gmail.com** including your name, phone number, and guild to reserve 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. Unit3, Peterborough, K9J 7E7 before **October 25** for the **early bird registration fee of $25.00**. After that date the registration fee will be $40.00.
3. Set up will hopefully be November 17th or 18th. You must bring your items, properly priced and set up your display of your items. 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**

**Thursdays, Fridays, Saturdays Mid-November to mid December**

**To indicate your interest in participating in this sale please email** your name, guild and phone number and preshow job preference to: ACPmembership2021@gmail.com 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 25th, 2021** 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 25 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 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 and pick up my items to the sale space in Peterborough Square at the to be designated time.
* 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 Brooks\_\_\_\_\_\_\_\_\_\_\_\_\_

4 On line Advertising \_\_\_\_\_\_\_\_\_

5 Put up and take down road signs \_\_Maybe\_\_\_\_\_\_\_\_

6. Help move tables, hang banners and decorations, unload cars.

7 Decorator : put on table cloths and decorate the sales space. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At the ARTISANity Show Everyone will take turns on scheduled days.**

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

Take down: everyone

**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** –2 people to move tables, hang banners and signs, load & unload cars, build display stands.

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