

Hello Artisans

We have the opportunity to hold **Spring ARTISANity** again in Peterborough Square in the lower concourse. We built a large customer base at the last ARTISANity. The concourse has wonderful natural lighting.

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 admin@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 \$25.00**. After that date the registration fee will be \$40.00.
3. Set up will begin April 22nd at 9 am. 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 to pick up your items at the end of the sale.

Your Show Coordinators

Barbara Bellchambers	bellcham@nexicom.net
Anne Carling	gourdjest@outlook.com
Leslie Gifford Cook	lcg@nexicom.net

Spring ARTISANity 2022 REGISTRATION FORM

Peterborough Square Lower Concourse

Friday April 22, noon to 6 pm,

Saturday April 23, 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: admin@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 \$25.00 early bird cheque by April 1 made payable to Artisans Centre Peterborough. For e-transfer use info@artisanscentre.ca memo - artisanity **OR**
- I have enclosed my \$40.00 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 will accept an Etransfer of my proceeds.
- 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 at the 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 unit #3, Peterborough K9J 7R8.

Volunteer Roles for ARTISANity Participants

Name: _____

Before the ARTISANity show

1. Distribute mini flyers and posters to community spaces _____
2. Online advertising (to begin ASAP) _____
3. Prepare road signs (we provide the materials) _____
4. Put up and take down road signs _____
5. Wash table clothes _____
6. Set up: Move tables, put out display stands, hang banners, unload cars _____
7. Decorator: put on table cloths, decorate and arrange the sales space and items
Friday am _____ or Saturday am _____

Everyone: email or share provided promotional material to contacts and/or post on social media

During the ARTISANity Show (approx. 3.5 hr. shifts)

1. Wrapper/Tag taker _____
2. Floor Assistant _____

Everyone: Take down and pack up at end of show and bring remaining items home

(Please indicate your 1st, 2nd, and 3rd choice preferred roles. Roles filled on a first come basis.)

Volunteer roles descriptions:

Poster Distribution – person to take cards and posters to display spots in Peterborough - bulletin boards, rack card stands, etc.

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

Online Advertising— 1 person to post online ads as soon as possible.

Making Road Signs – 2 people to prepare and update road signs before they go out

Road Sign placement – 2 people to put up signs on the Monday before the show and take them down the last day of the show in the late afternoon

Show 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, after show remove cloths, wash and fold

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 person greets, covid checks; 1 person floats informs and assists customers, provides security by keeping an eye on sale items

End of Friday – floor assistants move items for sale to the Artisans Centre, cover tables with cloths.

Beginning of Saturday – floor Assistants move items for sale to the tables and display artistically.