

Christmas in November – Arts & Crafts Sale | Vendor Information & Guidelines

Date & Time: Saturday, November 23, 2024, from 9:00 am to 3:00 pm

Vendor Setup Takedown:

- Doors open at 7:00 am for vendors.
- All tables must be set up by 8:30 am.
- Optional setup: Friday, November 22, from 3:00 pm to 7:00 pm. Please cover your table if setting up early.
- To maintain a professional atmosphere and provide a positive experience for all, vendors must keep their tables set up until 3:00 pm. Those who pack up early may not be included in future events.

Table Rental Information:

- **Cost:** \$50 per 6' table (Maximum 2 per vendor)
- **Registration:** Begins October 7 for NESAs Members (in-person or over the phone), and October 15 for Non-Members (in-person, over the phone, or online. Payment is due at registration.
- **Payment Methods:** Cash, cheque, debit/credit accepted.
- **Deadline:** November 8, 2024.
- **Peg/Display Boards:** Available for \$5 each for 8' and \$2.50 for 4', one per vendor, limited availability. NESAs will provide limited pegs, but vendors can bring their own. Displays must stay within table boundaries, and no additional furniture is allowed unless it fits on or behind your table.

Vendor Guidelines:

- All items must be 100% new and handcrafted. No commercial products are allowed. Vendors with non-handmade items will be asked to remove them or leave.
- Multiple vendors may sell similar products.
- Table coverings that reach the floor are required. Boxes and materials must be stored under the table.
- Keep the floor area in front of the table clear for customer safety and fire regulations.
- Vendors are responsible for the security and safety of their items.
- Evaluation forms will be provided and collected at the end of the event. Your feedback is important to us.
- Café will be open but you may also bring your own food and drinks.

Refunds:

Refunds will only be given if the event is canceled or if a replacement vendor is found on the waitlist. Please notify us as soon as possible if you need to cancel.

Advertising:

- **Facebook:** The event will be posted on NESAs Facebook page, with options for vendors to share.
- **Online Ads:** NESAs will purchase online ads to promote the event citywide.
- **Website:** Event details will be posted on www.nesa1.ca.
- **Emails:** Reminders will be sent to NESAs email list.
- **Posters:** These are displayed at NESAs and local community centers. Vendors can help promote them by sharing posters, which are available in hard and digital copies.
- **Street Sign:** The event will be promoted on the 137th Avenue street sign.