

# 2018 Winter Wonderland Craft Fair Vendor Information

*Read this document BEFORE you complete the application!*

**Date:** Saturday, November 24<sup>th</sup> 2018

**Time:** 9am to 4pm

**Set up:** 7am on Saturday, early set up on Friday, Nov 23rd 1pm to 5pm

**Contact Info:** Mina McLean MacDonald (event coordinator). Email: [minamclean@ascgreenway.org](mailto:minamclean@ascgreenway.org) or by phone 803.547.1010 (office). If you have my private cell phone number from last year, please refrain from using it to reach me prior to the few days before the show. The best way to reach me is by email or office phone. Thank you!

**Booth Locations:** Due to the overwhelming crowd at the 2015 event, we are no longer allowed to have vendors upstairs in the Dairy Barn (per the fire marshal). This means our already limited number of indoor spaces has been reduced. All indoor spaces are already full and we are not accepting any additions to our waitlist. Outside booth spaces will wrap along the sidewalk, the event trail and the lower concrete parking pad. There are plenty of outdoor spaces available.

**Registration Process:** Vendors will need to complete the online application found here: [Registration Form](#) After you complete the form, you must click on the link at the end to pay your \$10 application fee and complete the waiver form. Entry forms that are received without the application fee and waiver form completed will not be considered. You will be emailed to let you know we received your application. If you are chosen as a vendor, you will be sent an email with instructions on how to pay your fee by June 1st. You can do so online or over the phone. If you must pay with a check, you will be able to mail that in but I will need to send you the proper address. We do not accept Money Orders.

**Fees:** Outside booths will be \$75.

**Electrical access:** The fee for electrical access will be \$25. This fee is for any vendors who require electrical access during the event. Please keep in mind that no heaters of any kind are allowed at the Winter Wonderland Craft Fair. If you are planning on running a device that requires a lot of power, please clear it with me prior to paying for power. Only booths marked on the map as having electrical access will be near enough to gain access. When picking your booth, please keep that in mind. Do not request a booth that is not highlighted in orange if you want electricity! Only the orange booths have access.

**Tables & Tents:** Please bring your own tables and tents. We are not able to rent tables or tents to vendors. Tents are not required, though many vendors bring them.

**Space Assignments:** All spaces will be assigned to you prior to the event. You'll know exactly which spot is yours **two weeks out** from the show. Each spot outdoors will be marked so you will be able to find your space on Friday if you do early set up or on Saturday morning. Indoor spaces will continue to be marked as they have been.

**Vendor Categories:** Please read over the vendor categories before you fill out the application so you can pick the correct category for your items. You do need to pick one primary category and this is based on what you have the most of in your booth.

**Door Prizes:** We collect donated items from all our vendors that we raffle off to guests (and vendors!) who purchase a ticket. We ask that vendors donate a handmade/homemade item valued at \$10 or more. We will have staff and volunteers on hand to pick up the items from you at check in when you come to set up, so please be prepared with your item. You want to make sure your item is clearly marked with your name, business name (if you have one) and your booth number.

**Parking:** Vendor parking is in a defined area behind the Dairy Barn. No vendors are allowed to park in the Dairy Barn parking lot. You will be emailed a parking pass to display on your car windshield to show you are a vendor. All vendor vehicles must be moved to vendor parking by 8:30am on Saturday.

More details will come as we get closer to the event date! I look forward to having a wonderful Winter Wonderland Craft Fair 2018 with each and every one of you!