

2019 Winter Wonderland Craft Fair Vendor Information

Please read this document BEFORE you complete the application!

Date: Saturday, November 30th 2019

Time: 9am to 4pm

Set up: 7am on Saturday, early set up on Friday, Nov 29th Time TBD

Contact Info: Mina McLean MacDonald (event coordinator)

- **Email:** minamclean@ascgreenway.org
- **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: Outside booth spaces will wrap along the sidewalk, the lower concrete parking pad and up the sidewalk towards the Comporium Amphitheater. Due to vendor feedback, we will not have vendors along the gravel trail in the woods (the Event Trail or Zone D from 2018).

Application Process: Vendors will need to complete the online application found here: [Application 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.**

Registration Process: 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 over the phone or in person at our Front Desk. 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. (\$10 application fee, \$65 balance to be paid when you complete your registration).

Electrical access: The fee for electrical access will be \$25 for any vendors who require power 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 payment. Only the **orange booths** marked on the map as having electrical access will be near enough to gain access. If you take a booth that has electricity access, you will be charged for electricity.

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: This year, you will be able to choose your booth space when you pay. We will send you the vendor map and a read-only spreadsheet of available spaces. More details will be provided if you are selected as a vendor.

Set Up: When it comes to set up, 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. Each guest who pays for entry will receive one free raffle ticket. We ask that vendors donate **a handmade/homemade** item valued at \$10 or more. Please drop your item off in the Dairy Barn when you arrive for set up. Please 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 Holiday Market 2019 with each and every one of you!