



2018 Vendor Application

Marketplace dates: Friday, November 9 and Saturday, November 10, 2018

Set up: Thursday, November 8, 2018 by 5 pm

****Application Deadline: Friday, May 25, 2018****

NAME: _____ COMPANY: _____

ADDRESS: _____

CELL PHONE: _____ WEBSITE: _____

EMAIL ADDRESS: _____ (All communication will be by email.)

Please list and describe all items you plan to sell:

PRICE RANGE: _____

List other shows you have participated in recently: _____

BOOTH REQUEST: () 80 sq. ft. -- \$425 () 70 sq. ft. -- \$380 () 35 sq. ft. -- \$210

DISPLAY REQUEST: () Electricity -- \$50 () 6 ft. table -- \$15 () *prime corner --\$50more
(*limited availability)

Electricity is limited and CANNOT be guaranteed – please explain why it is necessary for your booth: **Please note: Maximum Electrical load per booth space is 250 watts.

I, the undersigned, have read and understand the above information and agree to comply with the show and application requirements listed on the next page. I agree that The Sandy Springs Society, City Springs Civic & Cultural Center and all persons connected with either or with The Elegant Elf Marketplace 2018 shall not be held responsible for any injury, loss or damages that may occur to the work exhibited or to persons participating in this show.

Applicant Signature _____ Date _____

2018 VENDOR APPLICATION REQUIREMENTS

TO APPLY, please submit the SIX enclosures listed below to:

Susan Sutterfield, Vendor Chair
The Elegant Elf Marketplace
6650 Old Riverside Drive
Sandy Springs, GA 30328

1. 2018 Application Form, filled out completely, signed and dated by you.
2. 2018 Elegant Elf Marketplace Vendor Contract Agreement (“Agreement”), signed and dated by you, with all requests and financial information at bottom of page 2 completed.
3. \$25 Application Fee paid by a check to **Sandy Springs Society** (non-refundable)
4. Booth Fee including extras paid by a separate check made payable to **Sandy Springs Society**, to be cashed only when you are accepted as a Vendor. If not accepted, your check will be shredded unless you submit a self-addressed, stamped envelope for its return.
5. One (4x6) color photo of your current indoor booth set-up.
6. Three (4x6) color photos of the items you will be selling.

All above items must be included in your application packet to be considered as a vendor

2018 MARKETPLACE REQUIREMENTS

1. To withdraw from The Elegant Elf Marketplace 2018, send written notification to Vendor Chair at the address shown above. NO REFUNDS AFTER SEPTEMBER 15, 2018.
2. Set-up must be completed by 5 pm on Thursday, November 8, 2018. Event Management will review booths for compliance with the Agreement. You are responsible for setting up your display, maintaining it during the show and staffing your booth. You must have enough merchandise to last throughout the show.
3. Booth dismantle will begin at 5:01 pm on Saturday, November 10, 2018. Early removal is not permitted. We ask that all materials be removed by 7 pm so that general cleanup can be completed.
4. Though NOT a requirement, we ask that you consider donating something from your collection that will be used in a raffle or auction to generate more excitement about the marketplace and your booth.