



2022 Vendor Application

Marketplace dates: Saturday, October 15 and Sunday, October 16, 2022

Set up: Friday, October 14, 2022

****Application Deadline: Friday, May 6, 2022****

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. -- \$450 () 70 sq. ft. -- \$400 () 35 sq. ft. -- \$230

DISPLAY REQUEST: () 6 ft. table -- \$20 () *prime corner --\$50 extra
(*limited availability)

NEED ELECTRICITY? () YES () NO

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, Sandy Springs Performing Arts & Conference Center and all persons connected with either or with The Elegant Elf Marketplace 2022 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 _____

2022 VENDOR APPLICATION REQUIREMENTS

TO APPLY, please submit the items listed below to:

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

1. 2022 Application Form, filled out completely, signed and dated by you.
2. 2022 Vendor Contract Agreement (“Agreement”), signed and dated by you, with all requests and financial information at bottom of page 2 completed.
3. One (4x6) color photo of your current indoor booth set-up.
4. Three (4x6) color photos of the items you will be selling.
*Digital photos accepted-please email to theelegantelfmarketplace@gmail.com
*Signed application and contract may also be scanned and emailed to above email address.
5. \$25 Application Fee paid by check (non-refundable)
6. Booth Fee including extras (e.g. prime corner, table rental) paid by a separate check.
Please make checks payable to **Sandy Springs Society**. The booth fee check will 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.

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

2022 MARKETPLACE REQUIREMENTS

1. To withdraw from The Elegant Elf Marketplace 2022 send written notification to Vendor Chair at the address shown above. NO REFUNDS AFTER SEPTEMBER 15, 2022.
2. Set-up must be completed by 5 pm on Friday, October 14, 2022. 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 Sunday, October 16, 2022. 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, please 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.