



2023 Vendor Application

Marketplace dates: Saturday, November 4 and Sunday November 5, 2023

Set up: Friday, November 3, 2023

****Application Deadline: April 21, 2023****

NAME: _____ COMPANY: _____

ADDRESS _____ CELLPHONE: _____

WEBSITE: _____ EMAIL ADDRESS: _____

PLEASE LIST YOUR COMPANY NAME EXACTLY AS YOU WISH IT TO APPEAR IN OUR PUBLICATIONS such as brochure, shopper guide, on Facebook, our website, etc _____

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 2023 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 _____

2023 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. **2023 Application Form**, filled out completely, signed and dated by you.
2. **2023 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

2023 MARKETPLACE REQUIREMENTS

1. To withdraw from The Elegant Elf Marketplace 2023 send written notification to Vendor Chair at the address shown above. NO REFUNDS AFTER SEPTEMBER 15, 2023.
2. Set-up must be completed by 5 pm on Friday, November 3, 2023. 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, November 15, 2023. 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.