



# *Sullivan Handmade* **CHRISTMAS MARKET**

**Sunday, December 9, 2018, 12PM-4PM**  
**Sullivan Hall, 6306 152nd Street, Surrey, BC**

## **ABOUT THE MARKET**

The Sullivan Handmade Christmas Market is a place for people to come do their gift shopping in a fun, unique environment. We are looking for local vendors who have a passion for handcrafting their products.

We expect 300-400 guests for the event. The goal of the market is to provide our guests with many choices of personalized, handmade products that will make the perfect Christmas gift for their loved ones as well as encourage the community to support local small businesses.

## **SULLIVAN HANDMADE VENDOR AGREEMENT**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY EMAIL:** \_\_\_\_\_

**COMPANY PHONE:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**COMPANY REPRESENTATIVE ATTENDING:** \_\_\_\_\_

**COMPANY DESCRIPTION/TYPE OF PRODUCT:**  
\_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**FACEBOOK:** \_\_\_\_\_

**INSTAGRAM:** \_\_\_\_\_

**TWITTER:** \_\_\_\_\_

**SIGN HERE :** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*All vendors are required to supply an item for the door prize valued at a minimum of \$25.*

**DOOR PRIZE DESCRIPTION:**  
\_\_\_\_\_

**VALUE:** \_\_\_\_\_

## **MARKET SCHEDULE:**

Sullivan Handmade Christmas Market will open at 12PM and run until 4PM

### **LOAD IN:**

Vendor load in begins at 10AM. All vendors must have booths set up by 11:45AM.

### **TEAR DOWN:**

Please do not begin tearing down your booth until 4PM. Load Out is 4PM-6PM.

### **SET UP/ FLOOR PLAN:**

Some booths in the middle will be provided pipe and drape to separate them. Please do not use any tape or nails on the walls to hang banners or signage. Signage must be standalone banners or displayed along your table. Floor plan will be set up prior to the Market once vendors are confirmed. Reserve your space early, maximum 30 vendors and limited about of vendors per category.

### **VENDOR BOOTH RATES**

- \$75 (If booked before July 31, 2018)
- \$100 (If booked after July 31, 2018)

Vendors are required to provide a door prize valued at \$25 or more. Door prizes will be collected the day of the Market.

If your booth requires power (only 6 spaces available) \$20\*

\*not all who apply for power will receive it, based on first-come basis

Deadline to apply is November 9, 2018

### **BOOTH INCLUDES:**

- 6' table at event which includes 2 chairs and white table linen
- Ability to display company signage or banners at your booth
- Company name on event website
- Two lead up "featured" social media posts as well as inclusion in Sullivan Handmade social media campaign
- List of all show attendees
- Opportunity for your company would like to provide a giveaway in our gift bags.

If your company would like to provide a giveaway in our gift bags, please provide further information below about the item and the value.

### **GIFT BAG ITEM DESCRIPTION:**

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**VALUE:** \_\_\_\_\_

All items for gift bags must be received by November 30, 2018.

**PLEASE MAIL/COURIER ITEMS TO:**

Glass Slipper Event Planning, #25-14959 58th Ave, Surrey, V3S 9Y9

**PAYMENT DETAILS:**

Full payment due at the time of completing this agreement. Payment methods include cheque or e-transfer.

Cheques can be made out to:  
Glass Slipper Event Planning

Please mail cheques to  
#25-14959 58th Ave Surrey, V3S 9Y9  
or e-transfers sent to [info@glassslippereventplanning.com](mailto:info@glassslippereventplanning.com).

**CANCELLATION:**

In event that a vendor seeks to cancel this agreement, you must provide 90 days written notice in order to receive full payment of the booth space back. All cancellations less than 90 days from the Market date will not be refunded. Exhibitor acknowledges that Exhibitor's failure to appear at the Market does not release the Exhibitor from responsibility for payment of the full cost of the booth space rental.

**CONTACT INFORMATION:**

For more information, please contact Stephanie Mosher at 778-628-5544 or [info@glassslippereventplanning.com](mailto:info@glassslippereventplanning.com)

**WE LOOK FORWARD TO SEEING YOU AT THE MARKET!**