

## *The Paisley Farmhouse*

Fall Handmade Harvest Craft Fair - October 23, 2010

### CALL FOR ENTRIES (Vendor Booths & Charity Booths)

Dear Crafter:

The Paisley Farmhouse is pleased to announce our Fall Handmade Harvest Craft Fair on Saturday, October 23, 2010, from 10a.m. – 5p.m. **We are calling to crafters, antique vendors, food vendors, etc. to apply to our show.** We are also looking for a few charity organizations (ex: boy/girl scouts, church groups, etc.) to facilitate kids' activities such as face painting, pumpkin painting, and festival games in exchange for donations. There is no charge for a charity booth.

Returning crafters know that our Handmade Harvest is a wonderful experience for all involved. We encourage you to consider spending the day with us as a vendor at our October 23<sup>rd</sup> fair. It will be a great time for late fall shopping and holiday shopping. We will do all we can for you to have a productive day with a fun festive setting!

To apply to participate in the Fall Handmade Harvest Craft Fair please complete the enclosed Application/Contract and return as directed with photos and payment (no payment is needed from charity booth applicants) no later than September 25<sup>th</sup>, 2010. If your application is accepted, you will receive notification of your acceptance and booth fees will then be deposited if applicable. If we choose not to accept you at this time, you will be notified and booth fees will not be deposited. Those who apply after the September 25<sup>th</sup> deadline will be given consideration on a space available basis.

This is a juried show and crafters chosen to participate in the Fall Handmade Harvest Craft Fair are skilled artisans who provide our shoppers with an array of unique crafts, art, antiques, and snacks. All craft applicants are carefully reviewed and judged for individual merit. Charity booth applicants are chosen based on their cause and the activity they will facilitate. The photos and description you provide are used for judging. Previous participation is not considered and we cannot provide exhibitors the opportunity to reserve a particular space. This show is fairly small with only 28-30 vendors, so we will only be able to accept 2 or 3 vendors who fall in similar categories.

Each vendor will handle his or her own transactions at their booth. We will not be charging any percentage of sales to the vendors- the booth fee is the only fee. Your booth fee goes directly to event advertising/expenses. Charity booths are free, but are limited. Additionally, all accepted crafters would be asked to donate one item (at check-in) on the day of the show for door prizes that will be won by customers. Feel free to include any promotional information with your product donation.

We look forward to receiving your application by September 25<sup>th</sup>. If you have any questions between now and then, feel free to email us at [marie@paisleyfarmhouse.com](mailto:marie@paisleyfarmhouse.com) or leave a message with the shop at (770) 667-7360. We will get back with you within a few days. Happy making!

Warmly,

Dianne, Shanda, India & Marie



*The Paisley Farmhouse*

Fall 2010 Handmade Harvest  
Vendor Application/Contract

☐ Please send your vendor fee with your application by September 25<sup>th</sup>. You will be notified of your acceptance before the fee is deposited. Fee will not be deposited if you are not accepted, and your check will be returned or your credit card information will be shredded.

☐ Enclose photos or color copies of your craft with this application. Photos cannot be returned.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Best way to reach you: \_\_\_\_\_ phone OR \_\_\_\_\_ email

Craft or product description \_\_\_\_\_

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**BOOTH INFORMATION: Booths measure approx. 10 x 10 feet** (2 options below)

\_\_\_\_\_ **Regular Space \$75** (most spaces on parking lot in front of stores, flat terrain, near music)

\_\_\_\_\_ **Wooded Area Space \$55** (few available, uneven terrain, grassy wooded area)

If you are unable to get the space type you prefer are you interested in participating in the alternative space type with the fee adjusted accordingly? **YES** (or) **NO**

**SHOW:** The Fall Handmade Harvest Craft Fair will take place on Saturday, October 23<sup>rd</sup>, 2010, 10am-5pm. This show is RAIN or SHINE! Setting up may begin around 8am. There can be no setting up the day before. Please stay with your booth for the duration of the show.

**BOOTH SPACE:** All spaces are outdoors and measure approx. 10 ft by 10ft. There are two different booth options described above (regular flat spaces or uneven grass-wooded spaces). Use of the wooded area is new for this show, and is a cost efficient alternative to those who don't mind the uneven terrain. Most vendors bring a 10'x10' tent (weighted with water jugs or sand) to protect from sun & rain. All spaces can accommodate tents. Electricity is not available to booths.

**SALES:** You will handle all your own transactions and sales tax as a vendor. It is your decision whether you accept checks, credit cards, or PayPal in addition to cash. You should have plenty of change on hand. Please do not ask any shops, restaurants, fellow vendors, or Publix for change. There is a Suntrust and a Wachovia nearby, although they close early on Saturdays.

**TABLES/CHAIRS/TENTS:** Please provide your own tables, tents, props, chairs, signage, and backdrops as needed. Cars may be unloaded near booths, and then moved to a specified area.

**DOOR PRIZE:** We ask that each vendor provide a door prize at check-in. Your donation can be as large or small as you like. We will combine your gifts into several gift baskets that customers can win through a raffle. Please include promotional materials such as business cards, brochures, show schedules, etc. with your donation so winners can find you in the future!

Application Requirements:

1. Submit completed & signed contract. Please make a copy for your records.
2. Submit up to 6 photos of your work. Photos cannot be returned.
3. Submit booth fee to The Paisley Farmhouse. Payment (of \$75 for a regular space or \$55 for an uneven wooded space as selected on Vendor Application Page 1) should be made by check or credit card. Checks are cashed / credit cards are processed upon approval. Mail or drop off your completed application, photos, and payment to:

**The Paisley Farmhouse**  
**Attn: Handmade Market Craft Fair**  
**980 Birmingham Road, Suite 606**  
**Milton, GA 30004**

**Waiver of Responsibility:** I (We) agree to hold harmless The Paisley Farmhouse and other sponsors from any and all responsibility for damages or injuries, which may occur to me, my associates, my property and/or merchandise due to theft or any other reasons. I understand that if I am accepted, my check or credit card will be deposited or charged for the specified amount. I understand that the booth fee is used to advertise the show and therefore cannot be refunded for any reason after my acceptance.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

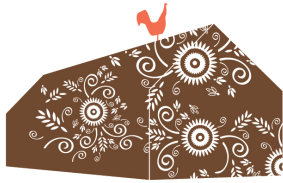
**Payment Information:**

Amt. Enclosed \_\_\_\_\_

Check # \_\_\_\_\_ (OR)

Credit Card: \_\_\_\_\_ Exp. \_\_\_\_\_ Zip Code: \_\_\_\_\_

Visa, Mastercard, Amex, Discover? \_\_\_\_\_



*The Paisley Farmhouse*

## Fall 2010 Handmade Harvest Vendor Application Checklist

\_\_\_\_\_ I have fully completed and signed my application.

\_\_\_\_\_ I have enclosed my check/credit card information for my vendor fee  
made payable to The Paisley Farmhouse.

\_\_\_\_\_ I have enclosed pictures of my product.

*Thank you for applying to our show.*

The Paisley Farmhouse is anxious to start promoting the Fall Handmade Harvest Craft Fair and will be advertising for this show via area newspapers, newsletters, flyers, postcards and a number of email blasts scheduled to be sent out. Although we can't promise you sure selling success at the show, we feel that our many promotional efforts in combination with each of your promotional efforts will attract many folks and result in a wonderful event!

Thank you for your time and we hope to make this the best Handmade Harvest ever!



*The Paisley Farmhouse*

October 23<sup>rd</sup> Handmade Harvest  
Charity Booth Application

☐ Please send your application by September 25<sup>th</sup>, 2010. You will be notified of your acceptance by email or phone. Please apply only if you can commit to the event.

Name \_\_\_\_\_

Group Name & Cause \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Best way to reach you: \_\_\_\_\_ phone OR \_\_\_\_\_ email

Activity description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOOTH INFORMATION: Charity booths are free, but are smaller than a 10x10 space. A deck umbrella or possibly a small tent could be used for shade in sunny areas.**

**Tell us a little about what you'll need as far as the space is concerned:**

(Ex: Room for one 6' table) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DONATIONS:** Accepted groups are asked to facilitate kids activities in exchange for donations that benefit the organization or cause. For example, a Girl Scout group could do face painting for \$1 per design. Groups will handle their own transactions. You should have plenty of change on hand. Please do not ask any shops, restaurants, fellow vendors, or Publix for change. There is a Suntrust and a Wachovia nearby, although they close early on Saturday. Please have a sign clearly stating what or whom your proceeds benefit.

**TABLES/CHAIRS/TENTS/SUPPLIES:** Please provide your own table, tent, props, chairs, signage, and supplies as needed. Cars may be unloaded near booths, and then moved to a specified area.

Application Requirements:

1. Complete application. Please make a copy for your records.
2. Mail or drop off your completed application to:

**The Paisley Farmhouse  
Attn: Handmade Market Craft Fair  
980 Birmingham Road, Suite 606  
Milton, GA 30004**

**Waiver of Responsibility:** I (We) agree to hold harmless The Paisley Farmhouse and other sponsors from any and all responsibility for damages or injuries, which may occur to me, my associates, my property and/or merchandise due to theft or any other reasons.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for applying to our show.*

The Paisley Farmhouse is anxious to start promoting the Fall Handmade Harvest Craft Fair and will be advertising for this show via area newspapers, newsletters, flyers, postcards and a number of email blasts scheduled to be sent out. Although we can't promise you sure selling success at the show, we feel that our many promotional efforts in combination with each of your promotional efforts will attract many folks and result in a wonderful event!

Thank you for your time and we hope to make this the best Handmade Harvest ever!