

Presents the 46th Annual SHOW & SALE 2018

Saturday November 10th

Sunday November 11th

VENDOR POLICIES

1. LOCATION & ADMISSION

ALEXANDER MACKENZIE HIGHSCHOOL

1257 Michigan Ave., Sarnia, ON

A \$5 admission fee is charged which provides us with a portion of our profit.

2. HOURS open to public

Saturday 9 am – 5 pm

Sunday 12 pm – 4 pm

As THE SHOW & SALE is a TWO DAY event, vendors are absolutely required to be present for both days with ample product for sale for the entire weekend. Should you not have enough product for the second day and you fail to return on Sunday, leaving an empty vendor space, you will not be invited to participate in THE SHOW & SALE again.

3. CHECK IN & SET UP

Fri. 6 pm – 9 pm

Sat. 7 am – 9 am

Sun. 11 am

You must check in to receive your vendor I.D. that will allow you admittance to the facility. Your space will be marked with your surname, business name etc. Masking tape will be permitted on walls for attachments. Final check-in information will be e-mailed closer to the sale date.

If you do not plan to check in and set up on Friday, you must inform the office.

Big Brothers Big Sisters does not provide volunteers to help unload vehicles or carry merchandise. It is the vendor's sole responsibility to have ample help to set up within the time given.

4. VENDOR I.D.

Each vendor will receive an I.D. badge when they check in. This is your admittance to the show and must be worn at all times, even during set-up. Please return the I.D. badge at the end of the sale.

5. TEAR DOWN: Sunday 4:00 pm

Exhibits or displays MUST NOT be removed prior to the close of the show. Vendors who begin dismantling before 4pm will not be invited back next year.

6. SIZE AND COST OF SPACE

Please refer to the registration package. We offer small, medium, large size spaces. The minimum charge for a space is \$140

7. SIZE AND COST OF TABLES

A limited number of tables are available for rent, at a cost of \$25.00 each. They must be ordered in advance, and are 8' long. As well a small number of 6' are available.

8. ACCEPTANCE PROCESS & POLICY

Registration packages are sent out first to last year's vendors who are invited to return. They are given 30 days to allow them the opportunity to request a specific space. When the 30 days are up we will begin accepting new vendors and placing them in the queue for assigning spaces.

New Vendors must submit photographs of all crafts, merchandise or products to be sold.

Craft Vendors & Artisans: Unique hand-made crafts and works of art are most welcome. Due to differences in workmanship, materials, and pricing structure we may accept multiple vendors with similar product, however **The Show & Sale Committee does reserve the right to limit similar products as we see fit.**

Commercial Vendors: We will only accept one vendor with a specific Branded commercial product.

For example: *Norwex or Mary Kay*-- There could however, be more than one vendor with a *similar but not identical* product.

Food Vendors: We sell some food items and will not take vendors with a competing product. Please call for information.

Food Vendors are also required to submit the proper paper work directly to the Lambton Public Health Unit.

<https://lambtonhealth.on.ca/cmsfiles/file/FoodSafety/Community-Event-PKG/FORM-CommunitySEA-FOOD-Vendor-rev15NOV2017.pdf>

PAYMENT: We DO NOT ACCEPT CHEQUES

A money order payable to Big Brothers Big Sisters of Sarnia-Lambton, must be enclosed with Registration, or you may phone us and provide your VISA or MC. Cash and debit payments are accepted at the office.

We must be in receipt of both your signed registration forms and your payment before you will be considered "officially registered." Your signed registration is your contract agreement with us that you indeed are committed to taking part in the event.

Cancellation Policy: In the event of cancellation initiated by a vendor, a donation receipt for income tax purposes only will be issued to said vendor for their full amount paid in registration fees.

Show Sponsors are given first choice of space. Once their choices have been confirmed, regular vendor spaces are assigned based on order received with full payment. Call our office at 519-336-0460 if you would like sponsor information. We will do our best to accommodate your requests, however **the final decision on which vendor will occupy which space will be made by the Big Brothers Big Sisters agency and/or Show & Sale Committee.** This includes last minute changes on the weekend of the sale.

Written confirmation will be e-mailed upon acceptance of your registration and full payment for your space. **If you do not receive confirmation in writing**, please contact the office to check if we have received your registration. We cannot be held responsible for registrations not received. Don't be disappointed! Call to check. **INCOMPLETE REGISTRATIONS WILL BE RETURNED**

9. FORMAT

We wish to project an upscale, positive image for your top quality exhibits. It is important that your display be well developed and presented, and that your staff has a professional attitude. Tables must be covered with a table covering. Display items, and tables used in your display must be carried to and from your space **not dragged**. Vendors will be held responsible for any damage they cause to the venue property.

10. HYDRO

Hydro is limited and available only in **some** areas of the sale. Exhibitors **requiring** hydro will be placed in areas of the sale that can accommodate your hydro needs. You will be provided with one space on a power bar or extension cord per \$25. Your **hydro information** must be accurately completed on the Registration Information package so that we can plan our hydro consumption to avoid interruptions.

You may not plug in more than you have requested in writing on your registration form. You are **REQUIRED** to provide your own extension cords and/or power bar. If we find that your electrical needs exceed that of the facility's system, you will be required to discontinue using that specific piece of equipment.

11. PUBLICITY

The agency will take advantage of every opportunity to promote THE SHOW & SALE so that it will be successful for us all. As a non-profit organization, we have access to free promotions throughout the community. In addition to this, we also purchase advertising. Our plan includes radio promotions both before and during the sale, newspaper ads, posters, flyers, banners, tourist information bureaus, lawn signs and more. If you have a suggestion that would help promote the sale we would love to hear from you. Each exhibitor can contribute by requesting flyers and / or posters to be used for advertising. ¼ page flyers are available at any time. Posters will be available one month prior to the sale.

12. INTERFERENCE

All exhibitors must have an equal opportunity to unload their vehicle, and display their goods

Do not block an entry door with your vehicle: keep your vehicle back a minimum of fifteen feet from the door. This will allow more than one vendor to unload at a time. **Move your vehicle promptly when you have finished unloading.**

ABSOLUTELY NO PARKING ON THE GRASS!!

Space dimensions are taped on the floor. You are required to keep your display within your designated space. If a vendor is encroaching on your space, tell a Show & Sale volunteer immediately to have this rectified. **Do not wait until the end of the sale, and expect compensation.**

Exhibitors may only distribute literature or samples within their own space. No exhibitor is allowed to excessively obstruct the pathway of the consumer public.

13. CLEANING

Exhibitors are responsible for maintaining their displays. Garbage containers are located throughout the facility. Volunteers will sweep the floors as necessary.

14. SECURITY

Our Big Brother Big Sister volunteers will monitor all doors when open to admit vendors to do set up. We ask that vendors be readily identifiable by wearing their Show & Sale I.D. at all times. We also ask that you vacate the facility 15 minutes after close on Saturday, and as quickly as possible after dismantling your display on Sunday. Alexander Mackenzie custodial staff and our volunteers will open and close the facility each day according to our agreement and the times outlined in this handbook.

15. RESTOCKING

If you plan to access a parked vehicle during the sale for the purpose of restocking your

display, we ask that you have someone watch the door, while the other person goes outside for the stock. Please do not prop the door open – this makes it cold, and allows people to enter without paying admission.

16. FOOD SERVICE

Little Brothers/ Sisters, with the assistance of their Big Brother/ Sister, will operate a **rolling lunch cart** on Saturday and Sunday selling drinks and lunch foods at reasonable cost to YOU, our vendors. In addition, hot lunch foods are available in our **Little's Cafe**.

We invite you to support our Matches by donating an item or gift certificate for your services. If you wish to have your donation featured on our **Raffle Round** table at this event, we need to know **what** you will donate, and the **value** of that item, by **Oct. 31st, 2018**. If we are unable to use your item for Raffle Round, your donation will be used in a fundraising capacity at a future event. All funds raised will directly support Big Brothers Big Sisters of Sarnia-Lambton.

17. VENDOR PARKING

During the sale hours, it is recommended that vendor vehicles be parked **OFF SITE** leaving the parking lots free for shoppers.

18. SMOKING

No smoking permitted as per city by-laws.

19. TERMINATION OR INTERRUPTION OF THE SALE

In the event that the facility becomes unfit for occupancy or is substantially interfered with by an act of God, an emergency, or for any other reason, Big Brothers Big Sisters of Sarnia-Lambton reserves the right to terminate all agreements / contracts with the exhibitors, who will be refunded in full.

20. INSURANCE

Vendors are responsible for providing adequate insurance coverage for their own personnel, exhibits and materials.
Each vendor rents space at his/her sole risk.

21. Absolutely NO FLAMES or burning is allowed. Electronically diffusing of oils or candles is also prohibited.

22. "THE SHOW & SALE" COMMITTEE

This show is run by volunteers who will treat you with politeness and respect. It is expected that you will do the same. We reserve the right to terminate our agreement with vendors who do not respect this relationship. Big Brothers Big Sisters' volunteers will be available during set up as well as during the show itself to answer questions, and give assistance when possible. We want to make this an enjoyable and profitable endeavor for us all.

By completing the Registration Package, and sending it into the Big Brother Big Sister office along with your payment, you are acknowledging that you have read and agree to abide by the Vendor Policies as set up in this pamphlet. Your signed registration form is your contract with us and agreement of participation in THE SHOW & SALE.

We look forward to seeing you at
The 46th Annual
SHOW & SALE 2018!
ALEXANDER MACKENZIE
HIGHSCHOOL

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