



## Scugog Memorial Public Library Annual Snowflake Sale

### Vendor Application Form

**ONLY ORIGINAL WORK UNIQUE TO AND CREATED BY  
THE APPLICANT WILL BE CONSIDERED.**

Artists and Artisans who work or reside in Scugog will be given preference for acceptance in the Snowflake Sale. The quality and marketability of your product, product originality and overall balance of the show are also considerations in the jurying process.

#### **Applications:**

1. In addition to completing this application form, all applications must include the following:
  - A minimum of five (5) colour photographs of your work which reflect the quality and variety of your artwork or craft. If you would like to submit your photographs electronically, please email them to [acaughlin@scugoglibrary.ca](mailto:acaughlin@scugoglibrary.ca), indicating that they accompany an application for the Snowflake Sale.
  - A list of items, with prices, to be sold at your table. The list need not be exhaustive, but should reflect the variety of your work as well as your price ranges.
  - A short personal resume describing your background in art/craft.
2. Photographs will be returned *only* if a self-addressed envelope of sufficient size and correct postage is enclosed with the application.
3. Applicants will be notified by email regarding their acceptance in the Snowflake Sale.

<b>Exhibitor Name:</b>	
<b>Name of Business</b> (if different from above):	
<b>Media/Type of Craft:</b>	
<b>Mailing Address:</b>	
<b>Email:</b>	<b>Telephone:</b>
<b>Do you require a table? Yes No</b>	
<b>If you are not using a table for your display, please briefly describe your display setup:</b>	

### **Rules and Regulations**

1. The Snowflake Sale will be open to the public during the Library's normal hours of operation from **Friday, November 17th to Sunday, December 17<sup>th</sup>** inclusive. Vendors will set up their booth displays between the hours of 10 am and noon on **Friday, November 17th** and will remove their displays between the hours of 10 am and noon on **Monday, December 18th**.
2. All Snowflake Sale purchases are made through the Library staff. There is a 30% commission due to Scugog Memorial Public Library on the sale of all Snowflake Sale items. This commission includes the charges made by debit or credit cards. The Vendor will not be charged additional service charges for credit card sales. The Library's commission will be deducted from the final sales tally and the Scugog Memorial Public Library will issue the artist a cheque for the sale of any items, minus the 30% commission, within four weeks of the close of the Snowflake Sale. There is no additional 'booth fee' for the sale.
3. The Scugog Memorial Public Library does not collect or remit GST or PST on sale items on behalf of Vendors. If you collect one or both of these taxes, you must include the tax in the sale price sticker on the item and indicate in your price list which, if any, taxes you collect. The 30% commission charged by the Library applies to the *pre-tax* price. It is the responsibility of the Vendor to remit the applicable taxes on all items sold during the Snowflake Sale.
4. The Vendor must apply a price tag or sticker to each item for sale. The tag will include the price as well as the item number which corresponds with the item number on the Vendor's price list.
5. The Vendor must submit a list of all items for sale to the Library at least 3 days prior to the beginning of the sale. A template will be provided by the Library for the Vendor price list well ahead of time. Vendors must use the template provided.
6. The Scugog Memorial Public Library provides each vendor with an area of 3 ft by 6 ft. Vendors may choose to use the table and chairs provided by the Library or to bring their own shelving or display units, provided that these furnishings fit within the Vendor's allotted space.
7. Insurance is the responsibility of the Vendor. The Scugog Memorial Public Library assumes any responsibility for the loss or theft of any items for sale by Vendors participating in the Snowflake Sale.

I have read the Rules and Regulations and agree to abide by them if selected to participate as a Vendor in the Scugog Memorial Public Library's Snowflake Sale.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***Please print and sign this application form and drop off at the Scugog Memorial Public Library at 231 Water Street, Port Perry.***

***If mailing, please send to:***

***P.O. Box 1049***

***Port Perry, Ontario L9L 1A8***

***Email: [acaughlin@scugoglibrary.ca](mailto:acaughlin@scugoglibrary.ca)***