Scugog Memorial Public Library Annual Snowflake Sale

New Vendor Application Form

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

The deadline for applications is Monday, November 23rd at 5 pm.

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. Please fill out the application form and drop it off at the Library during hours of operation or return via email to swhite@scugoglibrary.ca
2. Applicants will be notified by email regarding details of the Snowflake Sale so please be sure to include a valid email address as most communication will take place via email.

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

Rules and Regulations

1. The Snowflake Sale will be open to the public during the Library's normal hours of operation from Friday, December 4th to Monday, December 28th inclusive.

Vendors will set up their booth displays:
between the hours of 5 to 9 pm on Thursday, December 3rd or
10 am and noon on Friday, December 4th

Vendors will remove their displays:
between the hours of 10 am and 9 pm on Tuesday, December 29th.

If you need to make alternate arrangements for takedown, please make these arrangements through Sarah White swhite@scugoglibrary.ca or Kate Davis kdavis@scugoglibrary.ca a minimum of 7 days ahead of the date of takedown.

Please note: The Library is Closed on December 24th, 25th and 26th. If you are concerned about your work being in the library during this closure, you can arrange takedown on December 23rd (from 10 am to 6 pm). If you are removing your work early, please ensure you have signage on your table to indicate this.

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 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 provided by the Library or to bring their own shelving or display units, provided that these furnishings fit within the Vendor's allotted space and are deemed appropriate by the Library CEO in terms of safety/risk management.

7. Insurance is the responsibility of the Vendor. All Vendors must sign a **Vendor Participation Agreement**.

8. Insurance is required for all of the following items if vendors choose to include them in their inventory for sale:

- Any food products

- Cosmetics, bath products, candles (and related items – candleholders, etc.), essential oils.
- Children's products.
- Products with electrical components.
- Any higher-hazard products.

Vendors providing insurance will need to provide a Certificate of Insurance indicating $2000000 Liability coverage and naming both the Scugog Memorial Public Library and the Township of Scugog as additional insured.

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: swhite@scugoglibrary.ca