



Vendor Guide 2018

Welcome! Each fair takes place on a Sunday from 11-4.

The 2018 dates are: **Jan 28, Feb 25, March 18, April 22, May 27, June 24, Sept 16, Oct 21 and Nov 25.** No markets July, Aug or Dec.

Location: The Laurel Packinghouse, 1304 Ellis St, Kelowna

BIO ONLINE

Email your bio and picture or logo to holisticmarketok@gmail.com. Bios received up to seven days prior to each market are guaranteed to be posted.

INCLUDED WITH REGISTRATION

- 6ft, 8ft, or shared 8ft table, unless otherwise specified
- **bring your own tablecloth**, or tablecloth rental is available
- white plastic fold-up chairs as requested on your registration form
- power
- pipe and drape (black cloth backdrop) for centre booths (#16-#27)

BOOTH ASSIGNMENT

View the current floor plan and your booth assignment here:

http://www.holisticmarket.ca/u/Floor_Plan_Current_Month.aspx

After the floor plan picture there's a list of vendors by booth #. If your booth assignment changes, I will notify you directly. This may occur if you are in a small booth and I need to adjust your booth based on availability and ensuring that you are beside complimentary 'neighbours' (for example, I will not have two jewelry people beside each other, or aromatherapy vendors). You will either be in the booth preference of your choice, or very close to it.

SET-UP AND TAKE-DOWN

Access points: the loading bay and back entrance are located on the west side of the building, accessible from the parking lot off of Cawston Ave, and the front doors facing Cawston Ave.

PLEASE MOVE YOUR VEHICLE ONCE YOU HAVE UNLOADED.

Upon arrival, **look for your name on a piece of paper at the table or chair.** I can direct you to your spot if you need assistance.

Set up times... 9:00 am - 10:45

Though market hours are 11-4, I do allow people in if they are there before 11. **The loading bay access will be available until 10:30**, at which time it will be closed in order to set up the seating. If arriving after 10:30, you can use the front entrance.

Exclusive vendor market 10:00 – 10:45

Set up by 10 am and have an opportunity to buy or sell your products and services to the vendors prior to being open to the public.

Intention Gathering by kitchen/loading bay... 10:45 - 10:55

If you wish to participate, join the Intention Gathering as we set good vibes for the day.

Market hours... 11:00 - 4:00

Take down... 4:00 - 5pm.

PARKING

Please leave the close spots for our visitors! You can **park for free on the street**, the **dirt lot across Ellis St** charges \$7 for the day, and the **parkade** by the library should be free. **Impark lots charge for parking.**

DOOR PRIZES

If you are bringing a door prize, please bring it to the front welcome table upon arrival. They will be drawn throughout the day. Thank you in advance!

WIFI

login: Laurel Rental

password: Kel0wn@@ (note: the '0' is a zero, not an uppercase 'O')

Please help keep the wifi accessible for everyone and use the wifi for payments as a priority. For example, avoid streaming music as it uses too much bandwidth and will interfere with other people trying to log on. There is also a **Shaw Open** hotspot.

FACEBOOK USERS ONLY

If you use Facebook, find the next event and share it, like it, invite your friends, and post on it that you will be there and what you will be offering.

Link to the FB page here: <https://www.facebook.com/HolisticMarketPsychicFair>

FOOD VENDOR

Arnold and Marij with Pure from Armstrong are the food service providers. They will be set up in the kitchen. Their coffee is phenomenal! They will have traditional Dutch baking, as well as lunch, snacks and drinks. Ask about vegan and gluten-free options.

SQUARE CREDIT CARD APP and ATM

If you use this link to set up and accept credit cards at the market using your phone or tablet, we will both receive the next \$1,000 in processing with no fees (or up to 180 days). Afterwards, it's a standard 2.65% per swipe for all major credit cards. There is no ATM on site, closest is at RCA. squareup.com/i/OMSHIATSUO