Diagram

Description automatically generated POSTMARK LaFOLLETTE

Christmas Pop Up

Our goal is to give our local Artists and Crafters an place to sell their handmade and handcrafted goods.

To showcase the talent in our community over a 5 week period from November 13 to December 19.

The store hours will be Monday, Wednesday and Saturday from 10 a.m. to 2 p.m. and Fridays from 4 p.m. to 8 p.m.

Vendor Information:

No charge to vendor to participate

Vendors will not be expected to staff the Pop Up

15% of each sale will be donated to Postmark ArtSHINE to cover costs for tissue and bags

Your items must be tagged with your initials or name and priced to show whether it is an each or as a set

Postmark ArtSHINE has a Vendor form that must be fully competed and brought with you when you drop off your products. You and a member of the Postmark staff must initial your form.

The date for Drop off is November 4 between 10 a.m. and 2 p.m. If you cannot make this time frame, we will arrange another date.

Your products should be in a container, cardboard box or plastic tote with your name and contact information clearly attached to or written on the container. This makes it easier to restock and will help when we close down on December 19 and you pick up your receipts and take your goods home.

Postmark LaFollette will maintain the funds for each vendor at the end of each day and will be put into a separate envelope for each vendor and kept in a locked safe. Credit card charges will be done on Postmark LaFollette’s Square account. We will enter each vendors name into our Square as an item so that each sale for that vendor can be tracked. A check will be written to the Vendor, minus the cards fee and given to the vendor on December 19. Due to the nature of the variety of vendors we will not take checks for multiple vendor purchases. Just too time consuming for the time frame in which we are operating. If we do take a check for an individual vendor it will be accompanied by full contact information.

POSTMARK LaFOLLETTE WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS, WHETHER DUE TO THEFT OR DAMAGE TO ANY PRODUCT ON DISPLAY FOR SALE OR HELD IN INVENTORY.

YOU MAY LEAVE ONLY WHAT YOUR INTERESTED IN SELLING CURRENTLY AND BRING ADDITIONAL GOODS AT A LATER TIME. WE MAY NOT BE ABLE TO CONTACT YOU TO BRING IN ADDITIONAL GOODS SO IT WILL BE YOUR RESPONSIBILITY TO COME IN A CHECK TO SEE IF MORE GOODS ARE NEEDED.

Would you be interested in participating in an ArtSHINE store in 2021 at a weekly fee? YES\_\_\_\_NO\_\_\_\_