

# Winter Faire

## The Siskiyou School 2023 Vendor Application

Dear Potential Vendors,

We are pleased to announce that we are accepting applications for the 2023 Siskiyou School Winter Faire. Please mark your calendar for: **Friday, December 1st, 6pm- 8pm** and **Saturday, December 2nd, 10am- 4pm**. Applications are required for every vendor, even if you have participated previously. Our goal is to ensure that our vendor hall is filled with a diverse selection of lovely gifts and goods that complement Winter Faire.

### Application & Acceptance Timeline

The deadline for getting your application in is **Friday, October 27, 2023**.

Please include table payments with your application—checks will be held until final decisions are made.

### Parent Shopping Night!

The night before Winter Faire, the vendor hall will be open to families and friends- adults only. Having shoppers whose attention is not divided between shopping and children is great and fun! It is important that all vendors be able to participate in this event and that **NO CHILDREN** are present. You may set up on Thursday night or Friday, but please be ready to open by 6 p.m. on Friday night.

The setup times are **Thursday, November 30th, 4– 8pm** and **Friday, December 1st, 9am– 6pm**.

### Vendor Cashiering

Each vendor will take care of their own sales and cash exchange. Vendors are responsible for:

- Their own **cash box** with change and the security of that box. Taking credit cards is also quite easy with a smartphone and an app such as Square or Venmo.
- **Accurate accounting of sales** from Friday and Saturday.
- **Donating 15% of sales** from both days to the Siskiyou School by **the Monday immediately following Winter Faire** via cash or check. You may settle up directly after Winter Faire on Saturday, if you choose.

Thank you for your interest in this fun, community-building event. We look forward to hearing from you.

Sincerely,

Erin Dickinson, Events and Fundraising Coordinator  
erin.dickinson@siskiyouschool.org

# 2023 Winter Faire Vendor Application

*Due by Friday, October 27, 2023*

Contact Name \_\_\_\_\_

Phone(s) \_\_\_\_\_ Texting OK? \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Previous Vendor at Winter Faire?  Yes  No Year(s) \_\_\_\_\_

General description **including price ranges** of products you sell:


## Size of Area/Table Requested (*not guaranteed*)

6' x 30" sales area (\$60) \_\_\_\_\_

3' x 30" sales area (\$30) \_\_\_\_\_

**NOTE: We no longer offer tables. Please plan to bring your own.**

*Table fees are non-refundable after November 1.*

Please attach a diagram of the layout of your space including measurements of tables, furniture, and fixtures you intend to bring. If you've been a vendor before, you know it is TIGHT in there! Typically, your sales area holds a 6' x 30" table (or half of one) or your own table/fixture(s) and you, but not much more.

**Lighting:** We do not offer supplementary lighting. Be prepared with a lamp and extension cord, if desired.

If you have not previously been a vendor at Winter Faire or **you have a new/different product**, please include a sample of your goods with your application or send photos by email. Please submit your application via email to: [erin.dickinson@siskiyouschool.org](mailto:erin.dickinson@siskiyouschool.org) **OR** by mail in-person to the school at 631 Clay St, Ashland, OR 97520.