

ARTISAN INFORMATION

NEED HELP?

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EVENT DETAILS

Show Hours:

Friday, November 7, 6:00 - 9:00 PM Saturday, November 8, 9:00 AM - 4:00 PM

Booth Reservation – Now available online!

Reservations are accepted on a first-come, first-served basis, with limits to product categories, ensuring a well-rounded show.

BOOTH SPACE

- Booths are approximately 8' wide x 6' deep.
- Each booth includes one 6' x 30" table, a cream tablecloth, and one chair.
- Additional chairs are available upon request.
- All display items should fit within the reserved space.

Booth/Space Fee:

- \$30 for an 8' x 6' booth. Additional details are included on the application form.
- We assign booth locations based on availability, prior artisan sales, and the date of your application.

PARTICIPATION FEE

- A 15% commission will be retained by CCE on all items sold to support free community events.
- CCE will collect Washington State sales tax and send in for you.
- We accept cash, checks, and credit cards without any additional service fees for artisans.
- Please contact Shirley Lopez if you have any questions or need assistance.

SALES PROCESS

- All sales will be processed through our central cashier stations. CCE will retain 15% of your sales, and your payment will be sent via ACH within two-four business days after the event. The option to mail a check payout can be arranged.
- We ask that you round item prices to even dollar amounts for a more efficient checkout system.
- CCE will provide three-part numbered receipt books, and packaging materials will be available
 for customers. Training for using these receipt books will be conducted on the first day of the show.
- We kindly ask artisans avoid bagging items, except for fragile items. Clear bags are recommended for these items.
- Jewelry items over \$50 or very large items may remain at your booth until the customer returns with a "paid in full" slip, or you may take these items directly to the central cashier area.

ARTISAN SETUP

- Friday, November 7, 1:00 5:30 PM.
- Artisans should be ready for the public at 5:45 PM on Friday, and 8:45 AM on Saturday.

OTHER IMPORTANT NOTES

- No early tear-down: Artisans must remain for the duration of the event.
- Breaks and Lunch: Artisans should arrange booth coverage for breaks and meals. You are
 welcome to bring your own lunch or purchase our traditional homemade soup and corn bread at
 the Solid Ground Café.
- **Promote the Event:** We encourage you to invite friends, family, and customers to the show. Share it on social media, your website, and via email to help make this a well-attended event. Cross marketing brings new customers to all artisans.
- **Liability:** CCE is not responsible for lost, stolen, or damaged items. We provide security on Friday night and throughout the event.

ADDITIONAL ACTIVITIES

During the market, there will be several other activities within steps of the Sanctuary, including a Bake Sale in the Lobby and a Café with hot, homemade soup and sundries.

REGISTRATION DEADLINE

The deadline for applications is **September 30, 2025**, but we encourage you to reserve your space early, as booth availability is limited.