



ROUTE TO SUSTAINABILITY DAY: 22nd APRIL 2023

INSTRUCTIONS FOR VENDORS AND EXHIBITORS MAKERS SPACE, UNION HALL, (FRS.)

Thank you for joining us for this event.

I have attached the information for the outdoor exhibitors. The Makers Space will be indoors, in Union Hall.

The FRS Environmental Committee are the hosts for this event and will provide a 8ft long table and chairs. Their fee for the space is 10% of your sales on the day.

There is no fee for exhibitors.

If for some reason you cannot now attend the sale, please let Debbie Bentley and Dan Scholten know as soon as possible.

CONTACT INFORMATION:

Debbie Bentley : dbentley.architect@gmail.com Cell 978 221 1388

Dan Scholten : dks@mitre.org

GETTING READY FOR SALES

You will need to provide a table covering (if you wish), and your sales goods. If this is your first time at an event, about 50% of your sales will be in cash, and the rest by Venmo, or via a Square I Phone card reader. (Venmo is a phone app, the Square reader is available at Staples and on line.) If you don't have these it is good to set them up beforehand.

BAGS

It is a good idea to have some reusable paper bags to give away, or if you have fragile goods some protective wrapping. Often people forget to bring them, and it can make a difference on a sale, especially as on this day when peoples cars will be parked some difference away. You can then write their name on the bag and offer to set it aside for them to collect later at the end of RTSD.

WEB PROMOTION (Both Exhibitors and Vendors)

If you have a webpage/ Facebook/ Instagram account, please provide Debbie Bentley with the link and she will add this to the RTSD webpage. Your social media page will also be promoted on Green Carlisle Facebook Page.

LOGO: The RTSD logo for you own promotion is attached.

CONNECTION WITH OLD HOME DAY MARKET SPACE, and FRS GREEN/ FALL SALES.

To promote creativity and a local market the ESC intend to share vendors information with both Old Home Day and FRS craft sales events. Please let Debbie Bentley know if your do not wish your name to be added to this joint list.

SETTING UP FOR THE EVENT

FRIDAY 21st

As you will see from the attached instructions for the outdoor exhibitors, the part of School Street that runs past the common will be closed for the festival at 8am, so it will probably be better to drop off your sales items / exhibit items on Friday evening at Union Hall, from 5.30pm.

SATURDAY 22nd

Union Hall will be open at 8am for you to arrange your table.

You must complete set up by 9.45am.

Cars can come into the area until about 9am, but you must move them by 9.30pm and park at either the Town Hall or the rear of the Congregational Church and walk to Union Hall. Please ensure you are back at Union Hall by 9.45pm.

LUNCH

There will be food trucks and box lunches available. We are trying to organize that some volunteers will take your orders for lunch at the beginning of the event and bring it to you. (You pay for the lunch). You can also pack your own lunch.

PACKING UP

At 2pm you should pack up, tally your sales, and give Dan Scholten the fee for the table (10%of your sales). Cars will be allowed into the area once the external exhibitors have packed up.

We are looking forward to a great day.

Debbi Bentley