Helpful Information for Vendors:

- One vendor is allowed, per registration.
- One vendor type per table site.
- The registration fee and any other pre-paid charges are non-refundable.
- Set up will begin on December 2\textsuperscript{nd} at 6:30 a.m. Time of the sale is from 8:30 a.m. to 3:00 p.m.
- Loading/unloading items: The best place to load/unload items is on the North side of the building at the Loading Dock—entry for the sale will be on the North end of the building.
- Bring your own cart for the load and unload of merchandise.
- Wi-fi is available at the Recreation Center. Guests should login to the internet using the guest login. Instructions on how to do this can be found at: [https://wiki.carleton.edu/display/itskb/Wireless+Access+for+Guests](https://wiki.carleton.edu/display/itskb/Wireless+Access+for+Guests)
- If you need electricity, an outlet will be provided, but bring your own extension cords.
- The Recreation Center is Handicapped Accessible.
- Available on site and for purchase are: Coffee and pastries in the morning and sloppy joes and chips over the noon hour. All proceeds from these purchases will go to the Scholarship Fund.
- The Craft Sale Committee will assign vendor locations taking into consideration electrical/handicapped accessibility and other needs. Decisions on placement by the Committee are final.
- For those selling specific brands of items, some companies allow only one vendor per sale; please:
  1. Check with your company to be clear of their policy on this; and
  2. If this is the company’s policy, contact Loretta Springer (507-222-4186) to check to see if there is already a vendor from your company registered for the Sale.
- If a vendor has not arrived by 9 a.m. on the date of the sale, and the Committee has not been contacted by the vendor, the vendor’s space may be reassigned.