**12th Annual Ladies’ Fair at The Mustard Seed Inc.**

Thank you for your interest in our Ladies’ Fair! We are currently taking registrations for our 12th annual event. It will be on Friday, November 1st, 2019 from 6:00 – 9:00pm and Saturday, November 2nd from 10:00am – 2:00pm.

* **Registration:** Registration is online via our website! You will be redirected to our secure payment site after you register with our online form. If there are duplicate vendors, first come will be first served, and the payment will be refunded to those not accepted. It is also required that you participate in the entire event, not just the evening or just the morning.
* **Set up:** Anytime Friday between 10am – 5:00pm, come at your convenience. Please have your display set up no later than 5:30 pm as we do get early attenders. You are encouraged to bring your own table, or you may rent one of ours for an additional fee of $10. Our tables are 30” wide x 6’ long. We will be setting up in our greenhouses, as in the past. Upon arrival at The Mustard Seed, please see a staff member if you are unable to find your assigned spot. Please unload through the garage doors on the south side of the greenhouse. Once you are unloaded, please park your vehicle on the far north side of the parking lot, by the bulk rock bins. You may leave your booth set up Friday night for Saturday morning as the greenhouse will be locked and secured for the night.
* **During the event:** This event is a casual setting where attendees and participating reps will be able to mingle, share ideas, product knowledge and laughs! We will be serving appetizers and beverages during the event. If you have a product that can be sampled you are welcome to offer samples at your table. If you are interested in conducting a demonstration, other than at your table, please contact us personally. We are happy to hold special workshops during the event to increase awareness.
* **Attendees:** Please be prepared for a busy event. Each attendee will have an opportunity to register for a door prize, and the drawings will be held hourly. If you would like to donate a door prize, please note that on your registration form. You do not turn those items in to us, you keep them and we redirect the winners back to your table. This gives you an opportunity to create a new customer relationship. We plan to announce winning names, in addition to posting on the white board.
* **Promoting the event:** We will be placing ads, sending out emails and posting Facebook & Instagram announcements. Please share our event on FB and encourage your audience to sign up for our E-newsletter or ‘Like’ us on Facebook!
* **Sales:** If you will be selling or taking orders of your product it is your responsibility to conduct your own business transactions. We are unable to provide wifi in the greenhouse at this time.
* **Tear down:** Upon the end of the event at 2:00pm on Saturday, you may tear down. If we have a large number of customers still attending, you may continue to stay open. We will have some staff available to help you if needed, and again we will be using the door on the south side of the greenhouse to load up your stuff. We look forward to seeing you in November!
* **Activities:** We will be offering a couple times per day for attendees to participate in a spruce tip workshop during the event. We are still looking for a musician to play during the event, if you have any suggestions, we are open to them.