

Holly Days Vendor Information

Set- Up	Set Up will begin Friday, December 5 th at 6 pm for the small gym and cafeteria locations. Vendors in the big gym can set up beginning at 8pm on Friday evening. We will not offer the option of setting up on Saturday morning. We do not have staffing available. Students will be available on Friday evening until 10pm to help with set up.
Unloading	Students will be available in the parking lots during set up for unloading.
End of Show	Please do not close your booth before the end of the show on Saturday or Sunday. Students will once again be available to help you load your cars. The building will close at 6 pm on Sunday.
Booth Size	Each booth is 100 sq ft. Most of the booth spaces are 10 feet by 10 feet. Your space will be marked at the time of your arrival.
Tables and Chairs	Booth rental includes ONE 8 foot table. Additional tables are available for \$10 each. Please bring your own chairs, as Sanderson does not have an adequate number for all vendors. Plan to provide your own table covering.
Electricity	Please indicate on your registration form if you need to be near an electrical outlet. <i>You must provide your own extension cords and work with nearby vendors.</i>
Walls	Please do not tape anything to the walls in any of the shopping areas. If you need to post any items, you should bring a screen or latticework.
Security	We have a uniformed Raleigh City Police Officer on duty during the entire event. Sanderson's alarm is set overnight both nights.
Sales Tax	Each vendor is responsible for his/her own sales tax. Please price your items accordingly.
Refreshments	Complimentary breakfast is available to vendors on Saturday morning. For other refreshments, a concession stand, tea room and snack bar are available with lunch and snack items.
Promotion	Sanderson advertises in local businesses, on the internet, on local TV and radio stations, in local newspapers and with roadside signs during Holly Days. If you would like to help distribute flyers, please email shshollydays@gmail.com and request a flyer!
Door Prizes	Each vendor is asked to contribute one item or group of items from his or her booth as a door prize. Door prizes should retail at your booth for at least \$15.