

## 2024 Grant's Garden Center Vendor Information

First, thank you very much for your interest in being a vendor! We really enjoyed hosting vendors at our previous location and our customers love the products they make. We like to have local vendors who make unique items. We hope that setting up with us will bring you many sales during the holiday season AND after. Our customers love to find awesome makers! If you have questions after reading, feel free to ask!

### Location:

Grant's Garden Center 2115 OH-131 Batavia OH 45103

### Contact:

All vendor communication will take place through the email address: [grantsvendors@gmail.com](mailto:grantsvendors@gmail.com). This will help me keep all vendor related information in one place. If you have an urgent question during the season, you may contact Grant's Garden Center at 513-625-5100. However if you call to ask questions about being a vendor they will not have any answers for you.

### Summary:

We keep 20% of sales. You must price all of your items and put your vendor # on the price tag. All 2024 vendors should be set up between November 9 and 14.

### All the details:

1. You bring in your items you would like to sell between November 9 and November 14. We will have you set up any time the store is open, which is from 9-5 Monday to Saturday and 10-5 on Sunday.
2. You have to make the items you sell. We do not accept people who buy and re-sell.
3. You can set up and display your items. You will have a booth and be responsible for styling and keeping your booth stocked.
4. Some booths will have a 4' wide by 8' long table along the back. If you want a completely open booth let me know. If you want multiple spaces let me know. This is our first year so while I have an idea of how the greenhouse will be set up, we can be flexible. We will have a few spaces where people can bring their own tables if they wish.
5. **You will be assigned a vendor number, and you have to put that number on all of your items along with a price.** This is because when a customer purchases your item, the item will be put into Square (our POS system) as your vendor number. If your number isn't on it- you will not get credit for the sale. This is how I keep track of your sales. It's also important that your number is clearly stated as a number, not the price. Please use clear and legible handwriting if you are not printing tags.
6. I will send out a report midway through the season so you can see how your sales are going. The report will be sent only via an excel document through email.
7. **We keep 20% of your total sales.** For example, at the end of the season if you sold \$1,000 worth of product, you will get a check for \$800. The greenhouse would keep \$200. There are no other fees or anything- we just keep a flat 20% of your sales. You will receive one check for the whole season upon pick-up of your items.

8. We are busiest the first two weeks after Thanksgiving. That is when the most product sells. However, customers still come in to look at the trains up until December 24<sup>th</sup> and we keep selling products until that time. We close for the season at 2pm on December 24<sup>th</sup>. Typically, vendors refresh after the first and second weekend if needed.
  - a. Also, if customers request more of an item or are looking for a specific item, we like to let our vendors know so they bring it in if they have it.
9. We have a wide range of customers. We have around 500 families coming in to buy Christmas trees. We also have lots of people who come in to just look at the trains, and at this point we are having a lot of people coming in just to shop now that they know we have cute locally made items.
10. Vendors are welcome to take their products in and out at any time. However, we expect you to maintain a booth throughout the season. Vendors will need to take down all items between 9am-4pm on either December 26, 27, or 28.
11. We are really laid back and do this (Christmas) for fun. We look for vendors who are the same.

I have tried to cover all the questions I frequently receive. If you have any questions after reading this please just let me know!

All the details:

1. Venmo @leahsuanne the \$20 nonrefundable application fee. This is a one time fee and is not necessary for people who were vendors at our previous location.
2. Fill out the completed application form and email to grantsvendors@gmail.com
3. Leah will review applications. If your items seem to be a good fit for what our customers shop for, you will be accepted and assigned a vendor number. If your items and set up style are not what we are looking for, Leah will let you know.
4. Once accepted, please pay the booth fee. Instructions will be provided.
5. Once your booth fee has been paid, we will assign you a vendor number. Your booth fee is nonrefundable. If you commit to being a vendor, we will be making decisions off of that and therefore accepting/rejecting vendors based off of the items you are bringing. With that said we will not be refunding booth fees.
6. Instructions about set up will follow in late October.

Please note- while we have hosted vendors for many years- this is our first year at Grant's Garden Center (aka "131"). I am so excited to have our first Christmas market here and I think it will be a great success over the years.