
ONE DAY OUT EMAIL : Etsy 2018

Cheerfully Made Goods+ Markets

27 September 2018 at 14:53

Reply-To: Cheerfully Made Goods+ Markets
<hello@cheerfullymade.com> To: All Vendors



This is it!

I hope you're all feeling niiiice and caaaaalm and know that we're going to have a great show.

The following is all important stuff so please read this email when you have a moment to actually digest it. **IF YOU ARE NOT IN THE PRIVATE FACEBOOK GROUP PLEASE REQUEST TO BE ADDED. It's just an easier way for me to communicate with so many vendors at once :) [CLICK HERE](#)**

THE VENUE

The Carleton University Fieldhouse is located at 85 University Road, Ottawa.
[Here's a map](#) (that's actually correct!)

When you turn into the university campus off Bronson it's a left followed by a left. I will be putting up (entirely illegal) road signs and praying they don't take them down on me :)

Our event takes place in the Fieldhouse which is an indoor soccer pitch. The ground is faux grass and is easy on the back!

The forecast looks amazing, but as always, bumpin' craft shows can warm up quickly.
Please dress in layers and bring water.

SET UP TIMES

Friday Sept 28th 2:30-5:45pm (please don't come before 2:30pm) Saturday and Sunday refresh:
I'll be there by 8:30am.

LOAD IN

It's going to be a bit of a cluster at the beginning, but trust that we're going to power through together.
The BEST option according to the venue is to **park in P5 (map below) and dolly your stuff in.**

We will have a dedicated volunteer in an orange apron ushering cars along, but it is VERY important that we

- Do NOT block fire lanes
- Do NOT double park.
- Do NOT park your car on the side and walk away pleeeeeease.
- Do NOT drive your vehicle in the building on the grass.

They will be opening up the large garage doors so there will be plenty of room for multiple vendors to dolly in at once.

There WILL be a map to help find your space when you arrive.

PARKING

The lot closest to the entrance (right outside) is LOT P5. I have rented this lot for the entire weekend so that we can offer our guests free parking. That said, it's for you also.

I would be forever grateful if you found another parking option on side streets or in our overflow Lot 7 but I'll leave that decision to you.

YOUR SPACE

When you arrive, please consult the map to see where you should go. Feel free also to ask myself or any of our orange-aproned volunteers for help.

Each space is the approximate equivalent of 8 feet by 5-6 feet.

If you have requested a table, they are 72" by 30" deep.

ELECTRICAL

I'm begging that we reserve power for our sound system and ATMs. If we blow a fuse apparently they have to call in an electrician and the cost is \$500 to get us back in business.

The space is quite well lit and it's my hope that you can live without power.

If you have ANY issues at all, please DO consult me before getting upset. We can always find a solution to any problem!

SECURITY

I have to make the blanket statement that "I can not be responsible for lost or stolen items" however you are welcome to leave your tables set up overnight. There is security onsite and I will be the very last to leave the space each night.

NIGHT MARKET

Night Market begins at 6:00pm and ends at 9:00pm.

We are expecting 500 guests and are completely sold out!

NIGHT MARKET RAFFLE

If you are donating an item to the raffle PLEASE give it to us as soon as possible so we can get that organized in the little time we have.

We will be drawing the prizes at 7:30pm.

FREE PASSES

If you gave away the two free passes I offered, please check that I have their names on our guest list. You can do this anytime before Saturday at 10am.

DELIVERY OF SWAG BAG ITEMS

Please pass these on to us upon arrival at set up if you are contributing to the weekend swag bags. There are 200 bags (100 each day) in total. You can contribute any amount you're comfortable with.

SHOW TIMES

Night Market Friday September 28 6:00-9:00

Saturday September 29 10-4 AND Sunday September 30 10-4.

Monday we call in sick.

WIFI

Network Name: **etsymarket**

Password: **carleton2018**

ATM

Please feel free to let your customers know there are 2 ATMs near the front entrance. I have rented them for the entire weekend to ensure we can easily take EVERYONE'S MONEY.

STUFF TO BRING

Dolly or rolling cart if you need one

Chair

Table Covering

Display items or table if you did NOT request one

Float

Square or other reader

Cell phone

Back up power

Water, snacks, lunch, general nourishment.

Probably other stuff...

FOOD

Due to the existing concession at the rink, we do not have any hot food vendors participating in the event OR coffee. Please bring your own unless you ordered from Cookery Bistro in which case they're delivering! Deadline for ordering was Sept 23.

OUR CHARITY

We will be donating \$5000 of our entry fee to [highJINX Ottawa](#) this year. If you have a charity you'd like us to consider for a future event please feel free to reach out after the show to discuss!

PROMOTION

We've done Rogers Daytime and CTV Ottawa and a crap tonne of social media marketing.

I also invested an additional \$500 in social media marketing through the university to advertise our event on their Facebook, Twitter and Instagram feeds.

I feel confident that the word is out and I hope you feel I've done my job in that regard. Lord knows I need a screen time break after this!

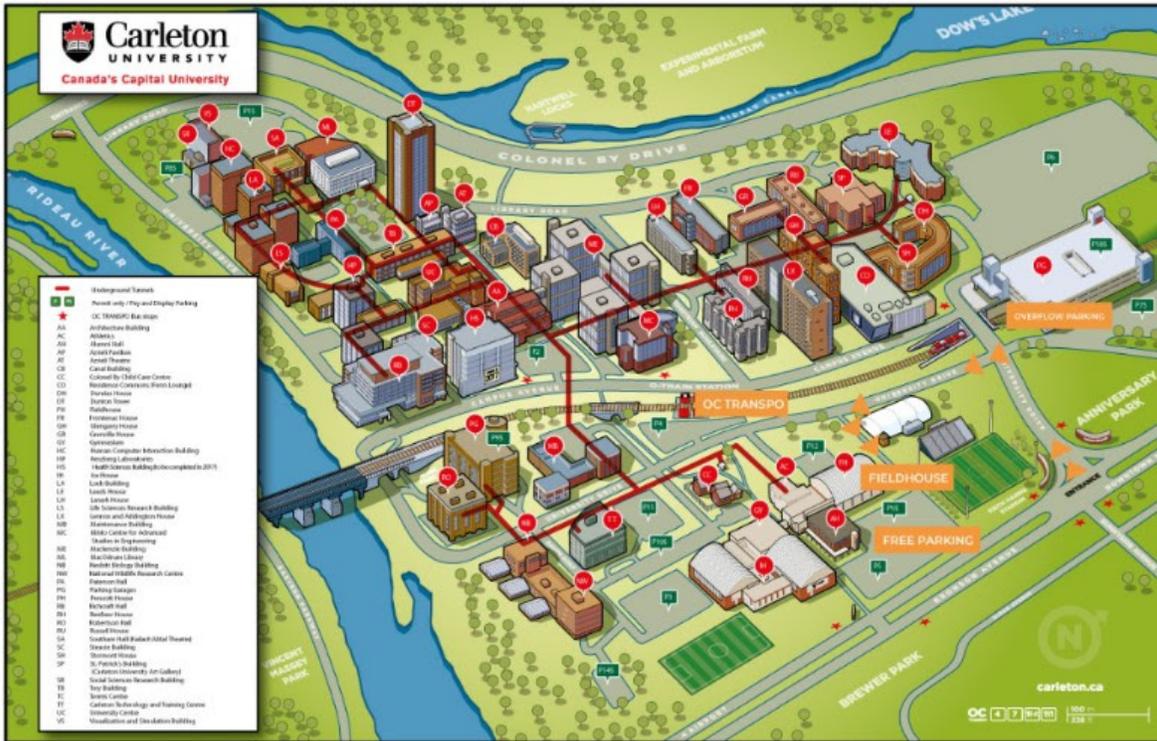
Thank YOU as well for all the sharing you've done.

Don't forget to join the [Facebook Event](#) (feel free to post to it!) and follow me on Instagram [@cheerfullymade](#) using tags #etsymadeincanada #etsy613

ANYTHING ELSE?

If it's something we can discuss in the [Facebook group](#), please post there. If it's something more sensitive, don't hesitate to email me.

xo Em



CHEERFULLY YOURS,

Emily



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 72 Mill Street
 Almonte, On K0A 1A0
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