Vendors Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name:(if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates (please circle any or all you wish to participate in)

November 28- November 30 (Friday-Sunday)

December 3-7 (Wednesday-Sunday)

December 10-14 (Wednesday-Sunday)

December 17- 21 (Wednesday-Sunday

December 22-24 (Monday-Wednesday)

All weekends

New this year! After Christmas sale!

December 27-28 (Saturday-Sunday)

January 2-4 (Friday-Sunday)

Please specify which you would like so we can accommodate. You supply the tables!

Space: Middle isles 8’x4,’ is $25 per week

Space: Wall space 8’x8’ is $30 per week (if you would like a wall please specify!)

Please state the items you have in your booths so we can assign you booths accordingly! We are doing our best to put like items in different greenhouses!

\*\*\*New this year\*\*\* We are renting our fences due to popularity. Fencing is $5 per fence per week.

**Vendor signature:**

**When you sign this document, you are signing a contract to keep your items in for the duration of the weekends you signed up for. Leaving early is prohibited if a contract is signed. Navarra’s is not liable for your items! Items will be secured at night and locked up. We have cameras to help prevent theft!**

**Please read the pages to follow to get all questions answered!**

Hello everyone and thank you for showing interest in our 6th annual Christmas CO-OP at Navarra's! This letter should answer any or all questions you maybe having regarding the CO-OP! Of course, if there is something we missed we will be happy to answer it for you!

The dates of the Christmas CO-OP are indicated above. Please circle all that you wish to partake in! You're welcome to participate in all weekends and it is suggested to participate in all weekends! This event is CO-OP style which means the vendor can drop off their items, set up their booth and leave it. The vendor is NOT present during the CO-OP days! We find it great for vendors, especially those who participate in other events throughout the Christmas season! All that we ask is that the vendor checks up on their booth once and a while to make sure their items are restocked as we found last year many vendors sold out of items!

The vendor fees are either $25 a week or $30 depending on what you chose per weekend per stall space and 15% of the items sale! The vendor fee goes to pay for the electric, heating, and labor during the event and the 15% of the sale goes towards 8% sales tax (we pay this for you) packaging, credit card fees, bags and supplies! We did have to go up a little in price due to inflation but still want to make it affordable for all! A **deposit of $20 is required when application is turned in to hold your space!** We have A TON of interest in our CO-OP and it’s grown so much in the last 6 years and there is a wait list! So please DO NOT wait to turn in your applications! If your application is turned in by March 1st you will get 10% off your vendor stall fee! If it is turned in by September 1st you will get 5% off your stall fee! If you do not set up by September 1st your number and space will not be guaranteed! If you vendor stalls are paid via credit card or venmo a 10% fee will be added on to pay for charges and fees.

We pay our own staff to be at the event during the weekends so you don't have to! CO-OP hours are 10am-5pm. We lock up the greenhouses at night so all the items you leave are safe. Vendors are prohibited to go inside greenhouses after hours unless authorized to do so. Amanda arrives and opens the greenhouses at 10am so you’re welcome to come any time 10 -5 to restock Wednesday- Sunday.

Please Keep in mind, Our CO-OP is inside **GREENHOUSES and** at times the plastic does drip. It will NOT ruin your items so please do not panic! Please keep in mind the floors get wet at times depending on the amount of rainfall we have! We do our best to fix the flooring yearly! **If you need your tables covered at night please specify in your application above!**

Payments: Amanda has spoken to her accountant about the CO-OP. She explained that Checks are the best way to do tracking or cash on hand. We will only be doing weekly payments of cash or check. We will not be doing venmo unless its authorized a head of time by a Navarra-Vendor agreement.

The final weekend a check will be given to the vendors upon pick up of their booth or via mail.

Drop off dates: Saturday November 22-Wednesday, November 26. 10-5. We ask that no vendors set up their tables after the event starts. You’re welcome to restock your table during the event hours. We just ask that you keep isles free and debris free. We have huge volumes of people walking through including scooters and wheelchairs!

Tear down: If you are not participating in the following weekend you can tear down your items at 430 that Sunday! NO EARLIER! Vendors can pick up their items December 27 if they are not going to stay for the following weeks after Christmas. We are flexible with tear down times. When you pick up your items your spot is to be left like you found it. All garbage needs to go in the black bins in the front. Tear down after all weekends is 10-5 Wednesday-Sundays when we are open!

We are keeping the CO-OP open an additional 2 weekends! We had MANY people ask if we were still going to be open after the holidays and if vendors might have sales! We are going to offer you to keep your items and move them during the sale! This gives you a chance to move more and have an after Christmas sale! Please circle above if you’re interested!

Vendors are **PROHIBITED** to tear down their items early. When you sign your signature at the bottom of the page you’re agreeing to be there for those dates you signed up for. It is disrespectful to tear down early as your spots were assigned a certain way when we did the lay out. It takes a lot of time and planning on our part. Payments are non refundable! If a vendor backs out before the event they will not get their deposits back! **Deposits are due at the time the application is submitted! Payment in full is due on or before the vendor sets up their tables! 10% will be added on to vendor fee if it is paid with venmo or credit card to accommodate for fees.**

If you are making food items we will need a copy of your kitchen certification and or kitchen exemption to be able to produce food items to the public.

Tagging: ALL of your vendor items need to be tagged with your vendor number which we will have for you pending application deadline. If you need a certain number you will need to contact Amanda ASAP. Numbers are given out first come first serve per turning in the application. The tags need to be legible and need to be at least 1" by 1" but no more than 2". If you have multiple people in your booth please let us know so we can give them their own vendor number!!! It makes it easier for us for book work! We save all tags in our book so we need to have room for all tags. We will NOT be giving back your tags. It is the vendors responsibility to know what items they have for sale and what they have it priced at. It takes Amanda and Scott over 30 hours to do the books for the week to make sure the vendors get paid. We will be printing out a receipt for every vendor weekly. The vendor is welcome to come at a nonbusy time to take pictures of their tags in the book. Any items not properly marked and we are unable to match up will be forfeited to Navarra’s. **Payments will be available on Friday’s during the coop weeks to ensure we will get them processed in time.**

Items that are prohibited are dead animals, anything political and or of the sexual nature. Please keep everything PG as we are a family place and would like to keep it family style!

Taunting, making fun of or creating drama is prohibited. If we see vendors being disrespectful of other vendors they will be asked to leave. This is a fun/holiday event and we would like to keep it that way.

We will provide fencing if needed, Fences are now rentable per week. It is $5 per week, per fence.

Please reach out with any other questions or comments! We can't wait for another season and it will be here before we know it!

Amanda and Navarra Clan