



WELCOME TO ENCHANT CHRISTMAS

Welcome to Enchant!

As we anticipate the return of Enchant to Seattle, we want to thank you for joining us this Holiday Season.

This is the first of regular Newsletters that will be sent to all vendors to keep everyone informed regarding key dates and information. We are also working on a live website page where you can access this information at any time (in case emails get lost!)

Enchant Seattle Hours of Operation

Open: Monday - Thursday 4 PM - 10PM

Friday - Sunday 4 PM - 11PM

December 13 - 29 4 PM - 11PM

Closed: Nov 25-28, Dec 2 & 9

*Vendors are expected to be ready by 3:30PM and open to the public when the gates open
**We will be sharing a special events calendar so you have a heads up for activities in the event*

Attendance numbers for reference:

- 9-12k guests per night on weekends throughout the run.
- 4k-8k guests per night on weekdays before Dec 15
- 7k-14k guests per night on weekdays after Dec 15

Credentials:

Due to Major League Baseball requirements you will be asked to provide information for security protocol. Each person who will be helping you at your booth will be given a laminate on your load in day. We will be giving out a maximum of 10 laminates per company. There will be more details to follow on this process but please be prepared to submit personal information including:



WELCOME TO ENCHANT CHRISTMAS

Personal Information

Government Issued ID with confirmed Address

Full Legal Name (as listed on Gov't issued ID)

Preferred Name

Photo (define size required and spec, i.e. as per Passport Requirements)

Contact Phone Number

Contact Email

Emergency Name and Phone Number

Load in for Opening Weekend:

Enchant will be assigning load in times leading up to opening weekend. You as the vendor will be expected to bring **all necessary equipment** for loading in including carts.

Load in During Event Days (only for half time or weekly vendors):

Load in will be between the hours of 8AM and 12PM on the first day of your registered time with Enchant (this will be load-in with your vehicles). All of your materials and product will need to be in the building before 12PM on event days but you will have until doors open to finish set up and display inside the venue.

Load Out During Event Days:

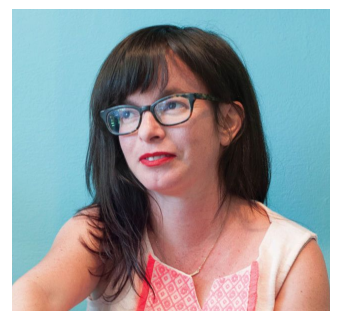
Load out will happen on the last day of your registered time with Enchant after the event closes (as we will be loading in new vendors the following morning).

Restocking:

Vendors will be able to enter the stadium to restock from 8AM-12PM.

Communications:

Introducing Kristen Rask from Urban Craft Uprising who is our Christmas Market Manager for Enchant. Her team will be your main contact for Enchant Christmas. Please email seattlevendors@enchantchristmas with any questions.





WELCOME TO ENCHANT CHRISTMAS

Payment:

Please be sure to submit your payment through your vendor portal, we will be expecting full payment received no later than November 1st.

Insurance:

If you have not submitted it through your confirmation, please provide your certificate of insurance as noted in agreement no later than November 1st. Feel free to direct any questions concerning certificate to contracts@enchantchristmas.com.

Sustainability:

As a company, Enchant Christmas is mindful of its impact and sustainability. We encourage using recycled and environmentally friendly products whenever possible. As a vendor we would love for you to consider how you can incorporate this into elements of your business i.e. using paper bags instead of plastic, using less packaging etc.

Marketing Opportunities:

Enchant would love to include you on marketing opportunities for your company. At the beginning of November, we will be sharing a branded PROMO KIT for Enchant Vendors that you can use on your social/digital platforms announcing your presence at Enchant.

Media Night at Enchant is December 3rd - this is an opportunity where influencers and media/press will be experiencing the event. In previous years we have included Enchant Vendor products in takeaway bags for these special guests to feature the local companies involved with Enchant. If you would like to participate in this and give some of your product to the takeaway bags please email seattlevendors@enchantchristmas.com

The Enchant team is thrilled to welcome you to Enchant this year and we are looking forward to enjoying this Christmas Season together!

Vendor Cabins (*interior lighting will be provided*)

