



FOUR STEPS TO BECOMING A SPREE! MERCHANT

There are 4 steps to becoming a Merchant:

Step 1: Create an account with the Junior League of Raleigh (JLR)

You need an online account, known as your Merchant Profile, to complete the remaining steps.

Within 72 hours of submitting our online Account Request Form, including your choice for a username and password, you will receive an email confirming your online account has been created. From there forward, all remaining steps of the Merchant Application process are done through your Merchant Profile/Merchant Home Page.

If you already have a Merchant Profile/Home Page account from prior years, your Step 1 is complete. If you've forgotten your username or password, follow the on-screen instructions at the log-in page.

Note: Your Merchant Home Page will have all the links and files for your application and account. Once you complete Step 1 and are approved, be sure to log into your account and continue your application process!

Step 2: Submit your Merchant Application

A Shopping SPREE! is a juried show, and **every potential vendor must submit a Merchant Application to participate**. Once your account is created (see Step 1

above), you can log in and find a link to the application on your Merchant Home Page. The application includes questions about your inventory, desired booth size and requests photo and sample submissions.

Note: If you were an Exhibitor in a previous year, you will still need to complete a new application.

Step 3: The Booth Reservation Request and Contract Phase

Following Step 2 you may get an email saying you have been approved/accepted as an Exhibitor to A Shopping SPREE!! If you are accepted as an Exhibitor, you will want to log in immediately to submit (1) your signed contract and (2) your booth deposit. The link to these documents will appear on your Merchant Home Page once your application has been accepted. To finalize and guarantee your booth size and preferred quadrant, we need your full and final booth fee payment, inventory list and signed contract.

Phase 4: Make it Final and Guarantee Your Space:

Your booth request and initial deposit only hold your approved space for a limited time. You must make your final booth fee payment to fully secure and guarantee your space in the show. Deposits are tentative; you are not guaranteed a space until your booth fees are paid in-full for the booth size selected and approved. Your Merchant Home Page provides information on the status of your application and payments.

Even after securing your booth, be sure to keep an eye out for emails from SPREEMerchants@jlraleigh.org. We have several forms that you will need to complete and submit after your contract and booth payment – some are optional (do you need paid workers?) but some are very important (loading time request form!). These will all be listed on your Merchant Home Page when available and we will email to let you know they are live.

As we prepare for and jury the 2017 show, we would like to thank all our Exhibitors who made our 32nd Annual A Shopping SPREE! a success!!