

Show & Tell

CRAFTERS MARKET

Show Application

Deadline January 30th 2009

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ website: _____

Type of items I will be selling: **All items need to be handmade or significantly altered.** Provide up to 5 photos.

Work Shifts: please check 2 shifts

___ Friday 8:30am-11:30 ___ Saturday 8:30am-11:30 ___ Sunday 9:30am-12:30pm

___ Friday 11am-2:00pm ___ Saturday 11am-2:00pm ___ Sunday noon-3:00pm

___ Friday 1:30pm-4:30pm ___ Saturday 1:30pm-4:30pm ___ Sunday 2:30-5:30pm

___ Friday 4pm-6:30 p.m. ___ Saturday 4pm-6:30pm

Are you willing to demonstrate your craft during your shift: Yes No

Booth Size:

___ 8x10 \$ 125 ___ 8x15 \$ 160 Sharing space with _____

By signing this agreement, I agree that I will not hold Show & Tell Crafter's Market, its promoters, or the shopping center's management liable or responsible for my product or displays. I understand that lost, stolen or damaged merchandise is my responsibility during this event. I agree that 10% of my sales will be retained to cover credit card processing and other show related expenses. I also agree to work my designated shifts and that I will be charged \$40 if I do not fulfill this requirement. I assure all items have been handmade by me. I realize that this is a group effort and I must work with others as a team to make this market successful and that there are no sales guarantees made. A \$30.00 fee will be charged for leaving before the end of the show. I have read the attached information packet presented to me and agree to all the terms given by the Show & Tell Crafters Market.

Signature: _____ Date: _____

Mail application to:

(Make checks payable to Rochelle Williamson)

Show & Tell Crafters Market

C/o Rochelle Williamson & Denise Alvarado, 520 Shallow Mist Court, NLV, NV 89032

Rochelle 702-580-0795 * Denise 702-533-5508

ShowandTellCraftersMarket@yahoo.com

ShOw & TeLL

CraFteRs MarKeT

Vendor Information Packet

Show Dates: Friday, March 20 * Saturday, March 21 * Sunday, March 22, 2009

Show Times: Friday 9am –5pm
Saturday 9 am – 5 pm
Sunday 9 am –4 pm

Location: Tropicana Beltway Center, 5060 S. Ft. Apache, Suite 140
Tropicana Blvd & Fort Apache near the S215 Beltway

Fees: 8x10' space \$125 8x15 space \$160 (limited number available)
Booth space will not be reserved until payment is received.

Central Checkout: This event will be operating on a central checkout system. Customers will be given a bag or basket to shop each booth. When finished they will bring all their chosen items to the register and check out with one payment to the show. This is a benefit for vendors, especially those who do not have the capability to accept credit cards. Other benefits include not having to carry large amounts of money to make change, not responsible for bad checks, and not having to make room in your booth for a check out area, thus giving you more room to display your goods. It also allows you to leave the premises or not be there during the entire event (with the exception of your work shifts).

Commission: A 10% fee will be assessed on all sales to cover credit and debit card fees, packaging, and other related expenses. We will be accepting Visa, MasterCard, American Express, Discover and debit cards, as well as checks and cash.

Tags: **All tags must be clear and legible.** Tags will be pulled from each item at the register and you will be paid from these tags. You may use what ever tagging system you already have as long as your tags are at least 1" square and individual to you. You may use your name, a number, a stamp, business card, etc. to identify your items, just make sure they are all tagged the same. You may want to place item information on the tags along with your identifying mark. **NO STICKERS MAY BE USED!** Tags will be returned to you when you receive your check. A separate tag with your contact information may be placed on each item.

Set Up: Thursday, March 19th 12:00 pm - 7:30 pm
You are responsible for your own display set up including chairs, tables, props, walls, and table coverings. No nails, screws, etc. may be attached to the buildings walls. Table coverings must be ironed and drape to the floor. You may store extra merchandise under the tables, Please make sure it cannot be seen during show hours. You may re-stock daily. Bring a dolly if you need one.

Tear Down: Sunday, March 22nd starting at 4:00 pm OR after the last customer has left. **DO NOT EXPECT TO TEAR DOWN EARLY!** Vendors who pack up early will be charged a \$30.00 fee.

Work Shifts: Every vendor will need to work their shifts and assignments so the market will flow smoothly. There are 11 shifts to choose from, pick 2 of them. Try to be flexible. We need to fill all shifts so you may be asked to change if needed. At most shows you need

to be there the whole time anyway. You may demonstrate your craft during part of your work shift if desired. Please mark 'yes' on the application if you are interested in doing this. You will be charged \$40 if you do not fulfill your work shifts. You are certainly welcome to stay during the entire event. Customers often like to meet the crafters and get that personal attention. If you are a jeweler or personalize your items, obviously you will want to be at the event the whole time. Please plan to arrive at the show on time.

Sharing Space: You may share space with 1 other vendor. Please indicate this on your application. Their items must also be handmade by themselves or significantly altered. There will be ONE check issued per booth.

Booth Assignments: Placement of vendor booths is at the sole discretion of the Show & Tell Crafters Market. We will do our best to accommodate your needs; however, we also want the market to flow smoothly and make it interesting. There is a limited number of each medium we will accept. If you need to be placed next to another vendor please let us know on your application.

Pay Checks: Pay checks and tags will be mailed to you 1 week after the market (March 28th). This allows time to process credit cards and checks.

Cancellations: Should you need to cancel out of the market let us know ASAP; however, there will be no refunds due to the expenses incurred to bring customers to this market in a retail location.

Liability: Neither Show & Tell Crafters Market nor its promoters are responsible for your product or display. We will take the utmost care of your product and treat it as our own, but only you assume sole liability and responsibility for your product during the event.

Parking: You may pull up to the building to load and unload, then move your vehicle so others may do the same. Please **do not park in front of the building during the market**, save these spaces for your customers.

ADDITIONAL INFORMATION:

Jury Process: If you have not shown with us in the past please include up to 5 photos that represent your work and display along with your application. We reserve the right to limit the number of vendors in each medium to give the market a wide variety of product. Only quality, creative crafters and artisans will be accepted. We are working to bring handmade back to Vegas so please don't bring retail/ordered/buy & sell items. You will be asked to remove retail items from the market.

ALL PRODUCTS MUST BE HANDMADE OR SIGNIFICANTLY ALTERED.

Display: Make sure your displays are stable and secure. We don't want anything falling when customers are reaching for items. Do not attach anything to the building walls. You will need to provide for all your booth needs, no tables, chairs, drapes, walls, etc. are provided by the market. Be creative with your display...don't settle for a flat, lifeless display. Add interest and height with a variety of objects that compliment your product. You may store extra stock under your table. Please keep it organized to ensure your booth can be re-stocked with ease by other vendors on their shift.

Helping Out: Please help customers with any items or questions they may have...even if it isn't your item. If you don't know, ask someone else, take customer's information and give it to the proper person. When manning the floor you are there to help with any customer needs.

You may need to stock someone's booth while on your shift. Please remember that another vendor is doing the same for you on their shift. Help out where ever you can. We all need to work together to make this a successful event.

Food: No food/goodie items may be sold without prior authorization.

Jewelers: You are required to have your booth manned at all times for security reasons. We also recommend that you either cover or pull your items from your display on Friday and Saturday evening after the market closes. Again, no one is responsible for your product but you. For ease of check out we recommend that you bag your customer's purchases, write a receipt with your name and total on it and attach it to the bag. You may use this as your tagging system if you wish. Someone working shifts or yourself may take it to the register; this is to help keep items from coming up missing.

Promoting: We have an extensive mailing list that has been combined by many crafters that we will mail to. Flyers will be available to vendors to distribute to their customers. Ads will be placed in the Country Register and other area papers. As a vendor you are welcome to include a flyer in your booth so customers will know where you will be selling your wares next. Banners and signs will be placed in the vicinity of the market during operating hours. We will be inserting a promo pack in all purchases. You may include your business card, your show schedule or small gift item if you wish. Please refrain from passing out religious, political and off topic pamphlets/flyers at the market.

Distasteful Items: Items that are found to be in poor taste, that tend to be offensive in nature, etc will be removed from the market floor and will not be sold.

Bad Checks: Bad checks will be subject to a \$25 fee. Cash transactions for booth space will be required for future events if this happens.

BENEFITS OF PARTICIPATING IN 'SHOW & TELL CRAFTERS MARKET':

- Building rental in a high traffic volume, upscale retail location
- Building is secured at night-security patrols the shopping center
- Established mailing list
- Advertising in several area newspapers
- Shopping bags and baskets, T-shirt bags, and tissue provided
- Central checkout – don't have to provide own cash for transactions
- Ability to accept credit and debit cards
- Checks accepted
- Easy access to building
- Shared work shifts – don't have to be there for the entire show
- Tags returned with a single check from Show & Tell Crafters Market
- Don't have to run around town to various banks to cash checks
- Holding area for shoppers with full hands
- Quality handcrafted product by other vendors around you
- Not competing with import and commercial items or home party consultants/plans
- Your business cards and flyers for other events you are participating in may be placed in your booth.
- No religious or political flyers please.
- No need to obtain a tax ID from the state

- Taxes collected and paid to the state of Nevada by the Show & Tell Crafters Market
- Plans include 3 seasonal shows per year.

Rochelle Williamson and Denise Alvarado have over 20 years combined crafting experience at shows, boutiques, stores and fairs...large and small. They have been friends and show participants for many years. Together, they look forward to bringing you the best local craft show they can offer featuring creative, talented, dedicated crafters and artisans in a variety of mediums.

Their goal is to offer 3 seasonal craft markets per year.

They hope you will consider your participation in this event.

This packet has been put together to provide you with all the information needed to make this show as successful for participants as possible.

Contact information:

Rochelle Williamson 702-580-0795 * Denise Alvarado 702-533-5508

Mailing address: 520 Shallow Mist Court, NLV, NV 89032

ShowandTellCraftersMarket@yahoo.com

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