

27th Annual McQueen Craft Faire

October 19, 20 & 21, 2012

Dear Artisan:

The McQueen High School Boosters Guild invites you to submit the enclosed application for the McQueen Craft Faire to be held October 19, 20 & 21, 2012. Friday evening hours are 5:30 PM to 9:00 PM with an exhibitor's meeting at 5:00 PM. Saturday hours are 9 AM to 5 PM and Sunday hours are 10 AM to 4 PM. **It is very important to read the entire packet completely. Receiving this application does NOT indicate automatic acceptance to the show.**

Jurying:

Artisan's products are juried on 3 points: originality, quality of workmanship and your booth display. We carefully examine photos of raw materials and of the artisan making their product. Since the jury screens, scores, and accepts or rejects based on your photos, it is crucial to follow the "**Photos Required**" section below. The first round of jurying will take place in April/May with notifications mailed in May. The second and final round of jurying will take place in August/September with notifications mailed in September. Decisions of the jury are final. Past participation does not guarantee your acceptance nor booth assignment.

New product lines created during the year must be submitted even if you've already been accepted. Photos can be emailed. **Please note:** We will NOT consider any new products for addition to your booth after **October 1, 2012**.

Verification during show:

We inspect for items not officially juried into the show and/or buy-sell items. We keep your photos so the committee can compare them to actual product in your booth. Exhibitors with items that are "buy-sell" or deemed unacceptable will be asked to remove them from their booth. If the problem isn't corrected, that artisan will be asked to leave the Faire and no refund will be granted. Photos will be returned during the show if requested.

Photos Required: *You will not be juried or accepted without these!*

Please submit at least 6 clear, close-up photos which show:

1. **Raw Materials-** patterns, fabrics, piles of wood, paints, beads, wire, metal, or whatever you use in your creations
2. **Process of Making Your Product-** please include raw materials, several stages of your production and the finished product
3. **Work Space-** we want to see your work space, even if it's the kitchen, living room, etc. Messy is okay.
4. **Finished Products-** please include a sampling of items you will have in your exhibit
5. **Booth Setup-** we want to see your booth presentation

Please Note:

- 2 artisans sharing a space must each submit a set of photos.
- If you make more than one category of crafts then a set of photos are required for **each** category.

Ineligible items:

The following items are **NOT** eligible for sale as arts and crafts items in the McQueen Craft Faire:

- ▶ Commercially manufactured items that are not significantly altered. A piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting artisan's skills. Alteration and enhancement by the artisan and handcrafted components must *dominate* the commercial components.
- ▶ Mass produced items
- ▶ Resale items
- ▶ Kits
- ▶ Drug paraphernalia, weapons, including but not limited to: guns, knives, swords, bows and arrows

Exhibitor Information:

- ▶ Prices remain the same as last year. See application for complete price listing.
- ▶ Exhibitors must provide their own booth set-up (including appropriate canopy with adequate weight supports if assigned to the open courtyard), as well as tables, chairs, etc.
- ▶ A limited number of 10 x 15 spaces will be offered in the Small Gym. See application for details.
- ▶ Exhibitors frequently ask for specific locations. We try our best to accommodate those requests but applications are processed on a **"FIRST COME, FIRST SERVED"** basis. For this reason it is important to return your application packet ASAP by US Mail.
- ▶ Limited electricity is available. There is a charge of \$20 for electricity. We will place a power strip at each outlet and note which booth(s) are allowed to use it. If you require more than overhead lighting and electricity is not available, please bring battery operated units. Electric heaters cannot be used.
- ▶ McQueen students will be available Friday to unload artisans and again Sunday afternoon after closing.
- ▶ Exhibitors must be present at their booths throughout the Faire to exhibit their work personally.
- ▶ Exhibitors may only exhibit work represented by their pictures for the category(ies) in which they were accepted.
- ▶ There is no rain date and refunds will not be given for weather-related issues. Please come prepared if assigned to the Courtyard. October days can range from cold and/or rainy to extremely hot. Check the weather forecast that week!
- ▶ Exhibitors accepted will receive a notification packet. The packet provides detailed information regarding booth assignment, unloading times, instructions and other important information.
- ▶ Children under 12 and/or animals are not allowed in the booth.
- ▶ The show is completely inside the school. It will be locked at night but we can not assume responsibility for your product. Please remove items of high value at night.
- ▶ A Hospitality Table is provided for exhibitors Saturday & Sunday mornings. It has complimentary beverages and light snacks. It is located in the Faculty Lounge (cafeteria).
- ▶ Food and drinks are available for purchase in the Cafeteria. Students will be available to take your order.
- ▶ Booth sitter volunteers will be available to watch your space while taking a quick break/getting food.
- ▶ One time Sales Tax Returns are included in packets with instructions. Every artisan must complete one.
- ▶ The City of Reno requires exhibitors to have a Reno Business License or pay a \$15 in lieu of business license fee. 100% of this fee goes to the city. We have no control over its assessment or the amount. If you have a City of Reno Business License, enter the number and expiration date on your application. If not, this fee must be paid. Verify your license number is correct and that it has not expired or the City can assess a penalty. (Note: Name on license must be the artisan or their business. State of Nevada Business Licenses do NOT exempt you from the City of Reno requirement.)

Submitted Application Packets MUST include:

1. **A completed and signed application form** acknowledging that the rules have been read and are understood
2. **Required photos**
3. **Check or money order, payable to "McQueen Boosters Guild" for \$25.00.** Your check/money order will be deposited after jurying if you're accepted and applied toward your total fees. The money will be returned if you're not accepted. Those accepted will receive notification. It will contain your booth space assignment and an invoice for the remainder of your booth fees, which *must be paid within 30 days*.
4. **Self-addressed stamped envelope** for mailing the notification packet after jurying. (2 stamps please)

For craft faire information or preshow tickets for your core customers, contact:

Kari Zbella, Craft Faire Liaison
mcqueencraftfaire@yahoo.com

Website: www.facebook.com/pages/McQueen-Craft-Faire/273510979362876?ref=ts or www.renocrafters.com

Mailing address: McQueen Craft Faire, PO Box 33789, Reno, NV 89533

Keep these information sheets for your records. You can note date application is sent and your payment information.

Application sent _____ Payment amount _____ Check # _____

Refer your friends! Applications available online at
www.Facebook.com/pages/McQueen-Craft-Faire **or** www.renocrafters.com

Please help us protect the environment and save postage by contacting us if you'd like to be removed from the mailing list. Thank you.

For Office Use Only		Booth #:	
Date Received:		Electric	YES NO
Application #:		Corner	YES NO
Total Fees:	Payment Info:	Reno In Lieu Fee	YES NO
Refund:	Date:	Balance Due:	

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APPLICATION

**Read this packet thoroughly BEFORE submitting to insure timely processing.
You will not be juried unless ALL requested items are received.**

Name _____

Company name (if any) _____

Address _____

City _____ State _____ ZIP _____

Telephone (home) (_____) _____

Telephone (work or mobile) (_____) _____

E-mail _____

Website _____

If sharing a space, with whom? _____

City of Reno Business License? ____ Yes ____ No If yes, please enter number, expiration date and name on license on page 2 of application.

Product Description: Please list ALL items you will sell at the McQueen Craft Faire. Complete pictures must be submitted for each category.
See "Photos Required" for details.

Check each category of work to be juried.

- Candles
- Ceramics
- Children's Items
- Clothing
- Drawings/Graphics
- Dried Floral
- Fiber Arts (non-wearable)
- Glass
- Jewelry (metal and non-metal)
- Leather
- Metal (non-jewelry)
- Mixed Media
- Painting
- Paper
- Photography
- Scents and Oils
- Soap
- Soft Sculpt (dolls, animals)
- Sculpture
- Wearable Art
- Wood
- Yard Art
- Other (describe) _____

Continued →

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APPLICATION (Page 2)

Fee Schedule	# Booths	Total \$	1 st Choice	2 nd Choice	3 rd Choice	Request Booth # ^{*1}
Lobby 10' x 10' \$210			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Lg Gym 10' x 10' \$185			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Sm Gym 10' x 10' \$150			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Sm Gym 10' x 15' \$225			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Courtyard 10' x 10' \$115 (Open area)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Courtyard 8' x 12' \$115 (Under awning-10' x 10' where posts allow)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Hallway 8' x 5' \$75 "Table Top" (by Front Office)						

If your three choices are unavailable, do you wish to participate in any available space? **Yes** **Maybe** – as long as I'm not placed in _____ (location) **No**

Fees below are in addition to booth fees:

- ▶ **Corner space** \$25
optional—subject to availability
- ▶ **Electricity** \$20
optional—subject to availability
- ▶ **Reno in Lieu fee** \$15
Required if no Reno Business license
- ▶ **TOTAL FEES DUE**

A \$25 deposit must be submitted with application.
Do NOT send your estimated total fees at this time. If accepted, you will receive your booth space assignment and a statement for the remainder of the fees, which must be **paid with in 30 days.**

Unpaid fees may result in the cancellation of your booth assignment; the booth may be given to another artisan; and, we may not be able to accommodate you in another space.

By signing below exhibitor acknowledges that s/he has read and understands the policies, procedures and fees contained herein.

Exhibitor
Signature _____
Printed
Name _____

Date _____

City of Reno License # _____
License Expiration Date _____
Name on License _____

Nevada Sales Tax # _____
(if you have one)

^{*1} We cannot guarantee specific requests will be honored. We try our best but applications are processed on a "FIRST COME, FIRST SERVED" basis. Please indicate which (corner, electric, location) is most important in case we can't fill all of them.

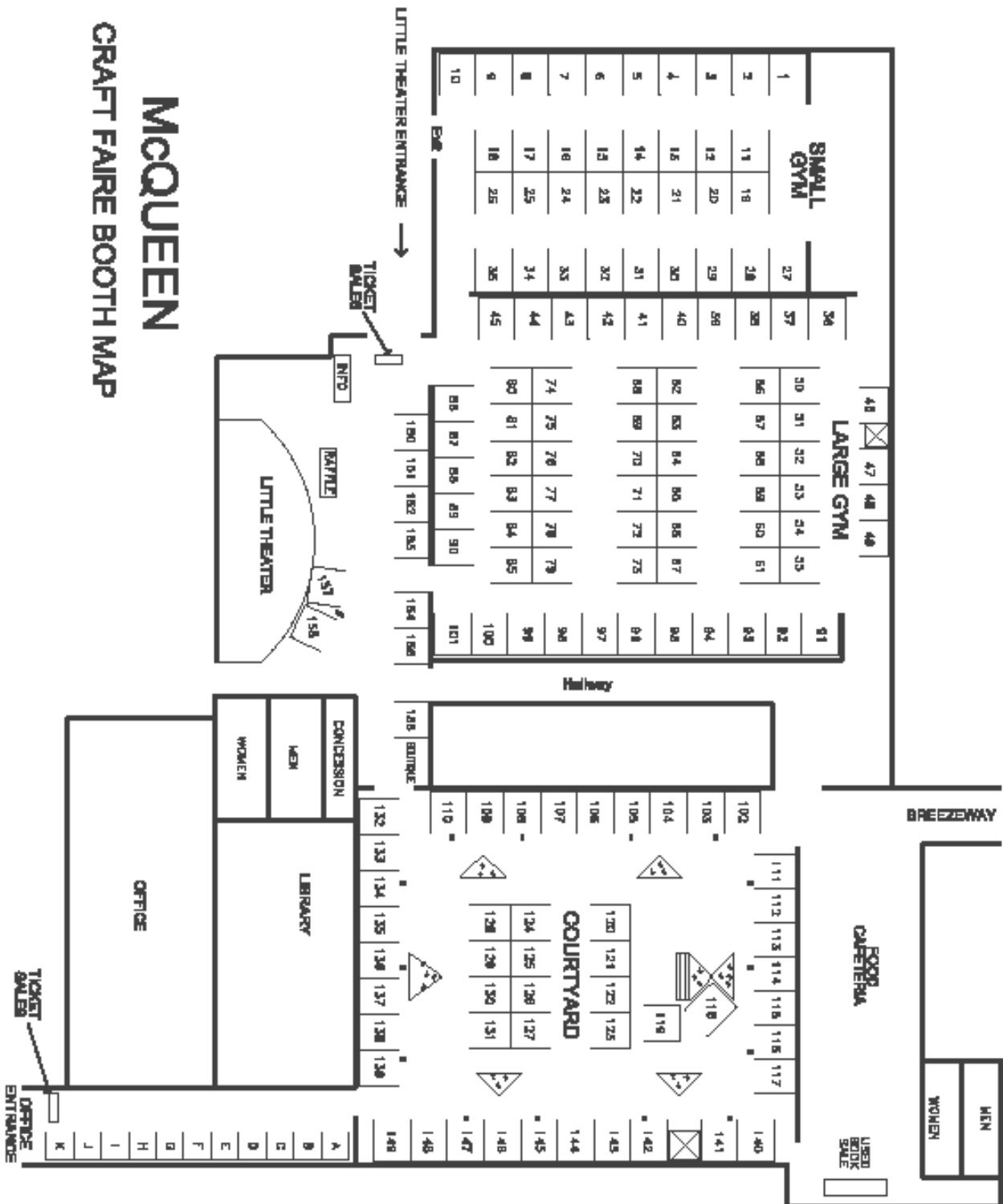
Returned checks will be assessed a \$25 fee

REFUNDS

Withdrawal requests must be done by letter or email to mcqueencraftfaire@yahoo.com by **September 1, 2012**.
By meeting this deadline you will receive a full refund of fees paid. No refund requests will be processed after this date.
(Certain circumstances may allow a credit toward the following year's craft faire.)

MCQUEEN

CRAFT FAIRE BOOTH MAP



SMALL GYM			36	37	38	39	40	41	42	43	44	45
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104

