

Washoe County School District  
McQueen Craft Faire  
P.O. Box 33789  
Reno, Nevada 89533

# MCQUEEN CRAFT FAIRE OCTOBER 20-22, 2017

McQueen Craft Faire Bulletin      Issue #32      Published Annually  
McQueen Craft Faire,  
P.O. Box 33789, Reno, Nevada 89533



Robert McQueen High School  
32<sup>nd</sup> Annual McQueen Craft Faire  
October 20, 21, & 22, 2017  
Faire rules, regulations and application

Dear Artisan:

The McQueen High School Boosters Guild invites you to submit the enclosed application for the McQueen Craft Faire to be held October 20-22, 2017. Friday the 20<sup>th</sup> will be our Premiere Night, FOR ADULTS ONLY, from 5:30pm to 9:30 pm. There will be a mandatory exhibitor's meeting at 5:00pm in the Little Theater. Saturday hours are 10:00am – 5:00pm, and Sunday hours are 10:00am- 4:00pm.

**It is very important to read this entire packet completely. Receiving this application DOES NOT indicate automatic acceptance in 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 **emailed** in May. The second round of jurying will take place in July/August, followed by notifications **emailed** in August. **It is imperative to provide a valid email address for all correspondence since this will be how you will be notified.** Decisions by the Jury are final. Past participation does not guarantee your acceptance or booth assignment.

New product lines created during the year must be submitted prior to the craft faire event even if you have been accepted. **The Jury must have ALL new product photos by September 1, 2017 in order to be considered an addition to your booth.**

#### **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, along with full body shots to verify that you are doing the work
  - 3) **Work Space:** we want to see your work space, even if it's the kitchen, living room, etc. Messy is okay
  - 4) **Finished Product(s):** please include a photo sampling of items you will have in your exhibit
  - 5) **Booth Setup:** we want to see your booth presentation, pop-up tents are suggested or at least a booth backdrop
- Please note:** Two (2) Artisans sharing a space must each submit a set of photos; if you make more than one category, you must submit a set of photos 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

## **VERIFICATION DURING THE 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 your booth. If the problem isn't corrected, that Artisan will be asked to leave the Craft Faire and no refund will be granted. Photos will not be returned.

Exhibitors may only exhibit work represented by their photos for the category(s) in which they were accepted. Exhibitors must be present in their booth throughout the Craft Faire, apart from breaks.

## **IMPORTANT INFORMATION**

**PRICES:** Booth costs are increasing by approximately 10% for 2017. All additional fees will remain the same. Complete pricing is on the attached application. There is a \$25.00 (Check or money order) **non-refundable** fee that must accompany your application. If you are accepted into the show the \$25 will be applied toward your balance. If you are not accepted your \$25 will not be returned. Returned checks will be assessed a \$25 fee and you will be required to pay via money order for future shows.

**BOOTH LOCATIONS:** Exhibitors frequently ask for specific locations. We try our best to accommodate those requests, but applications are processed on a "**FIRST COME, FIRST SERVE**" basis. For this reason, it is important to return a completed application packet ASAP, and why we added the option to take part in our Lancer Pre-registration for 2018 during the show. Location and designated time of the Pre-registration Table will be announced.

**ACCEPTANCE PACKETS:** Exhibitors accepted will receive a notification packet via email from mcqueencraftfaire@yahoo.com. The packet provides detailed information regarding Booth assignment, unloading times, instructions, etc. If accepted, the remainder of your fees can be paid via check, money order, cashier's check, or PayPal (there will be nominal fee if using PayPal). Information will be in your acceptance packet. All application fees must still be in a check, money order, or cashier's check forms and must accompany this application.

**ADVERTISING:** Exhibitors are responsible to advertise in your sphere of influence. You can make your own flyers or postcards or use ours. We encourage you to use your influence to encourage people to view our Facebook page and Instagram. The Booster Guild sends out PSAs, flyers and postcards, and also publishes through advertising media, such as local newspapers, radio stations, and organizations. Advertise as much as you can and we are committed to do the same.

**BOOTH SET-UP:** Exhibitors must provide their own booth set-up (including appropriate canopy with adequate weight supports, if assigned to the open Courtyard area), as well as tables, chairs, floor-length table coverings or tablecloths, backdrops, etc.

**CHECK-IN/OUT:** Exhibitors must check in and check out at the start and end of the event. **Exhibitors may NOT check in before their assigned time on Friday, October 20, 2017.** Exhibitors that do not comply may forfeit their spot and Lancer Pre-registration for 2018.

**PARKING:** **ALL** exhibitors **MUST** park in the lower lot to leave room for customers. License plate numbers are entered on your application and noted for security. Exhibitors parking in the upper lot may forfeit their spot and Lancer Pre-registration for 2018.

**NO EARLY BREAKDOWN:** Anyone found breaking down before 4:00pm on Sunday will forfeit their spot and Lancer Pre-registration for 2018. The only exceptions are given to the Courtyard during inclement weather and will be determined by the STAFF only.

**UNLOADING/LOADING HELP:** McQueen Students may be available during regular school hours on Friday to assist in unloading Artisans and again on Sunday afternoon after closing. They are supervised by parent volunteers and/or Staff.

**ELECTRICITY:** **Limited electricity** is available. There is a charge of \$20.00 for electricity. However, you must provide your own extension cords. Power strips will be available to use at the outlets. If you require more than overhead lighting and electricity is not available, please bring battery operated units. Electric heaters cannot be used. Quiet generators are permitted. **If you require more than the normal electricity usage, you must request this when you return your application.**

**RAFFLE:** Exhibitors are requested to donate a raffle item to the show; a donation slip is provided in your Check-In packet.

**INCLEMENT WEATHER:** 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 windy, cold and/or rainy to extremely hot. Check the weather forecast that week and come prepared.

**CHILDREN/ANIMALS:** Children under the age of 12 years and/or animals are NOT allowed in the booth. **No children are allowed, even as a helper, on Friday evening. Friday evening is designated for ADULTS ONLY.** Please make appropriate arrangements. Service animals MUST have papers submitted at Check-In.

**SECURITY:** The show is completely inside the school. It will be locked at night, but we do not assume any responsibility for your product. Please remove items of high value at night.

**A SMALL THANK YOU:** A hospitality area is provided for Exhibitors Saturday and Sunday mornings from 8:30am – 9:30am, which is located in the Teachers/Faculty Lounge in the rear of the Cafeteria. Please come and enjoy coffee, tea, bagels and/or donuts. During the operating hours, food and drink are available for purchase in the Cafeteria by the Student Food Groups and Food Trucks may be available as well. These students will be assigned designated areas to visit your booth(s) and take your orders. Volunteers are available to watch your space if you are in need of a quick break.

**THE CITY OF RENO** requires exhibitors to have a Reno Business License or pay a \$15.00 “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.)

## McQueen Craft Faire application

**Read the packet thoroughly BEFORE submitting. You will not be juried unless ALL requested items are received.**

My \$25.00 non-refundable application fee is enclosed

---

**PLEASE CIRCLE YOUR CATEFGORIES:**

Candles	Glass	Scents & Oils
Ceramics	Jewelry/Metal & Non-metal	Soap
Children's Items	Leather	Soft Sculpt/Dolls & Animals
Clothing	Mixed Media	Sculpture
Drawings/Graphics	Painting	Wearable Art
Dried Floral/Floral Art	Paper	Wood
Fiber Arts/non-wearable	Photography	Yard Art
Other (describe in detail): _____		

---

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

Telephone (Cell) \_\_\_\_\_

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

Website: \_\_\_\_\_

Car License Plate # \_\_\_\_\_ 2<sup>nd</sup> Car License Plate # \_\_\_\_\_

If sharing a space, with whom? \_\_\_\_\_

Do you have a City of Reno, NV Business License? Yes or No If yes, license # and exp. date: \_\_\_\_\_

Do you have a Nevada Sales Tax#? Yes or No If yes, Sales Tax # \_\_\_\_\_

Product Description: please list ALL items you will present at the McQueen Craft Faire;  
complete pictures must be submitted for each category (see Photos Required for details): \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

## McQueen Craft Faire Application (cont.)

LOCATION	FEE	# OF BOOTHS	RENO IN LIEU FEE	ELECTRIC	CORNER	TOTAL
Lobby (10'x10')	\$230	_____	(\$15.00)	(\$20.00)	(\$25.00)	_____
Large Gym (10'x10')	\$200	_____	Circle One	Circle One	Circle One	_____
Small Gym (10'x10')	\$165	_____	Yes/No	Yes/No	Yes/No	_____
Small Gym (10'x15')	\$245	_____				_____
Courtyard (8'x12'), -under eaves, no popup	\$115	_____				_____
Courtyard (10'x10'), -center, popup okay	\$125	_____				_____
Table Top/Hallway: -(6'x8')	\$80	_____				_____
Table Top/Lobby: -(6'x8')	\$175	_____				_____
<b>Total =</b>		_____				_____

1<sup>st</sup> Choice                      2<sup>nd</sup> Choice                      3<sup>rd</sup> Choice

Booth Choice: \_\_\_\_\_  
(see map on next page. Please note booths available are in yellow.)

### REFUNDS

Unfortunately, no refunds will be given

### YOUR APPLICATION MUST INCLUDE:

- 1) A completed and signed application form acknowledging that the rules have been read and understood
- 2) Required photos
- 3) Check, Money Order, or Cashier's Check payable to "McQueen Boosters Guild" for \$25.00. This fee is required and non-refundable, but will be applied toward your total fees IF accepted. If you are not accepted, the money is forfeited. Those accepted will receive notification via email in May or September 2017. It will contain your booth space assignment and an invoice for the remainder of your booth fees, which **must be paid by September 15, 2017**. If you apply in August or September 2017, then your fees are **due immediately**. **If all fees are not paid by September 15, 2017 you risk losing your booth space(s) in the McQueen Craft Faire**

By signing below, Exhibitor acknowledges they have read and understand the policies, procedures, and fees contained herein.

Exhibitor Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Exhibitor Name(s) PRINTED \_\_\_\_\_

For Craft Faire information [mcqueencraftfaire@yahoo.com](mailto:mcqueencraftfaire@yahoo.com)  
[www.facebook.com/McQueenCraftFaire](http://www.facebook.com/McQueenCraftFaire) or [www.renocrafters.com](http://www.renocrafters.com)

Mailing Address:  
 McQueen Craft Faire, P.O. Box 33789, Reno, Nevada 89533

