



Robert McQueen High School
LANCER APPLICATION
30th Annual McQueen Craft Faire
October 16, 17 and 18, 2015

Dear Artisan:

The McQueen High School Boosters Guild invites you to submit the enclosed application for the McQueen Craft Faire to be held October 16, 17 & 18, 2015. Friday evening hours are 5:30 PM to 9:00 PM with an exhibitor's meeting at 5:00 PM. Saturday 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 or 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 **September 1, 2015**.

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 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 not be returned.

Exhibitors may only exhibit work represented by their pictures for the category(s) in which they were accepted.

Exhibitors must be present throughout the Faire, with the exception of breaks, to exhibit their work personally.

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 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 Products-** 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:

- 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

IMPORTANT INFORMATION

PRICES Booth costs remain the same. The application fee is \$25 and non-refundable, yet is still applied to your balance if accepted into the show. There are additional fees. Complete pricing is on the application. Returned checks will be assessed a \$25 fee, and you will be required to pay by Money Order or Cashier Check for the show year.

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 SERVED**” 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 Preregistration for 2016, during the show. Location and designated time of the Pre-Registration table will be announced.

ACCEPTANCE PACKETS Exhibitors accepted will receive a notification packet. The packet provides detailed information regarding booth assignment, unloading times, instructions, **advertising flyers/postcards** and responsibilities, and presale ticket information. New this year is PayPal. If accepted, your remainder of fees can be paid by check, money order or PayPal. Information will be in your acceptance packet. All application fees must still be a check or money order and accompany this application.

ADVERTISING Exhibitors are responsible to advertise in your sphere of influence. Make your own flyers, use ours provided in your acceptance packet and/or push people to our Facebook page. Invite your friends and family to attend. The Booster Guild sends out PSAs, flyers, posters, postcards and purchases advertising with 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), as well as tables, chairs, floor length table coverings or table cloths, 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.** Exhibitors that do not comply may forfeit their spot and Lancer Preregistration for 2016.

PARKING ALL Exhibitors and helpers **MUST** park in the lower lot to leave room for our 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 Preregistration for 2016.

NO EARLY BREAKDOWN Anyone found breaking down before 4 pm on Sunday will forfeit their spot and Lancer Preregistration for 2016. The only exceptions are given to the courtyard during inclement weather and will be determined by the staff **ONLY**.

UNLOADING/LOADING HELP McQueen students will be available Friday to unload artisans and again Sunday afternoon after closing. They are supervised by parent volunteers and staff.

ELECTRICITY Limited electricity is available. There is a charge of \$20 for electricity. Bring your own extension cords. Power strips will be 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 electrical usage, you must request this when you return your application.**

RAFFLE Exhibitors are asked 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 to be prepared.

CHILDREN AND ANIMALS Children under 12 and/or animals are not allowed in the booth. No children allowed, even as a helper, on Friday night. 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 responsibility for your product. Please remove items of high value at night.

A SMALL THANK YOU A hospitality table is provided for exhibitors Saturday & Sunday mornings until 9:30 am, which is located in the Faculty Lounge (cafeteria). Please enjoy morning coffee, tea, donuts and bagels. Food and drinks are available for purchase in the Cafeteria. Student Food Groups will visit your booth to take your order. Volunteers are available to watch your space while taking a quick break/getting food.

SALES TAX FORMS One time Sales Tax Returns are included in packets with instructions. Every artisan must complete one **even if you file on your own**, please just state “I file my own tax” on the form and return to us in your packet at check-out.

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.)

Lancer Application

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

My \$25 non-refundable application fee is enclosed

Check # _____

PLEASE CIRCLE YOUR CATEGORIES:

Candles	Glass	Scents and Oils
Ceramics	Jewelry/Metal and Non-Metal	Soap
Children's Items	Leather	Soft Sculpt/Dolls and 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 #1

Car License Plate #2

If sharing a space, with whom? _____

Do you have a City of Reno Business License? | | Yes | | No

Do you have a Nevada Sales Tax? | | Yes | | No

City of Reno License # _____

License Expiration Date _____

Name on License _____

Nevada Sales Tax # _____

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.**

Lancer Application Continued

LOCATION	FEE	# OF BOOTHS	RENO IN LIEU FEE	ELECTRIC	CORNER	TOTAL
Lobby (10'x10')	\$210	_____	(\$15)	(\$20)	(\$25)	_____
Large Gym (10'x10')	\$185	_____	Circle One	Circle One	Circle One	_____
Small Gym (10'x10')	\$150	_____	Yes / No	Yes / No	Yes / No	_____
Small Gym (10'x15')	\$225	_____				_____
Courtyard (8'x12')	\$115	_____				_____
Table Top Hallway (8'x6')	\$75	_____				_____
Table Top Lobby (8'x6')	\$160	_____				_____
Table Top Cafeteria (8'x6')	\$110	_____				_____
Cafeteria (10'x10')	\$150	_____				_____
	1ST	2ND	3RD			
BOOTH CHOICE:	_____	_____	_____			

REFUNDS

Withdrawal requests must be done by letter or email to mcqueencraftfaire@yahoo.com by **September 1, 2014**. By meeting this deadline you will receive a 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.)

YOUR APPLICATION 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.** This fee is required and non-refundable, but applied toward your total fees IF accepted. If you are not accepted the money is forfeit. Those accepted will receive notification in May or September. It will contain your booth space assignment and an invoice for the remainder of your booth fees, which ***must be paid within TWO WEEKS of the invoice date.*** Unless you apply after September 1, then fees are *due immediately.* **Late or non-payment will result in a \$15 fee per week until paid in full.**
4. **Self-addressed stamped envelope** for mailing the notification packet after jurying. (2 stamps please)

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

Exhibitor Signature(s)

Exhibitor Printed Name(s)

Date

EMAIL

For craft faire information or preshow tickets, contact:
mcqueencraftfaire@yahoo.com

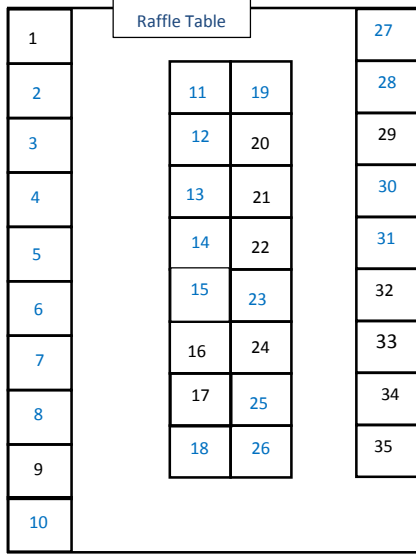
WEBSITE

Refer your friends! Applications are online at:
www.facebook.com/McQueen.Craft.Faire or www.RenoCrafters.com

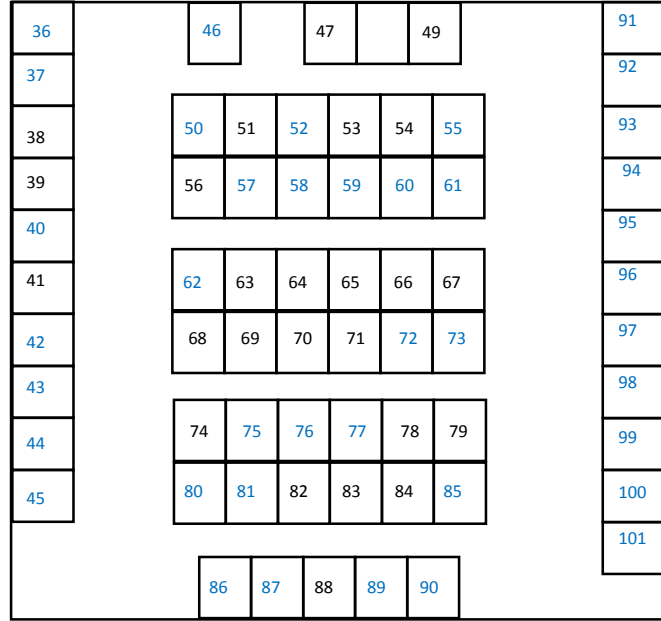
MAILING ADDRESS

McQueen Craft Faire, PO Box 33789, Reno, NV 89533
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.

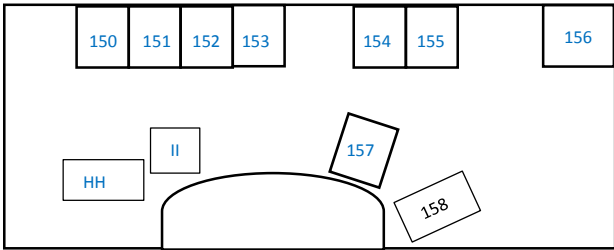
SMALL GYM \$150 + fees



LARGE GYM \$185 + fees



LOBBY \$210 + fees



COURTYARD \$115 + fees

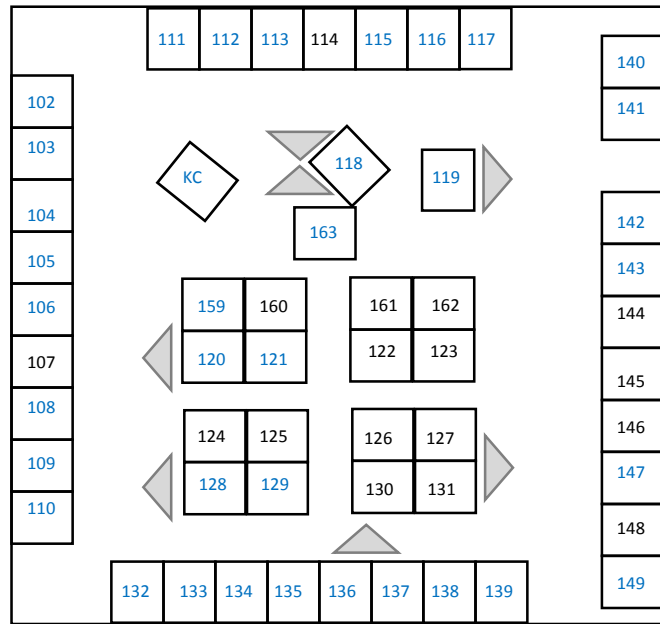
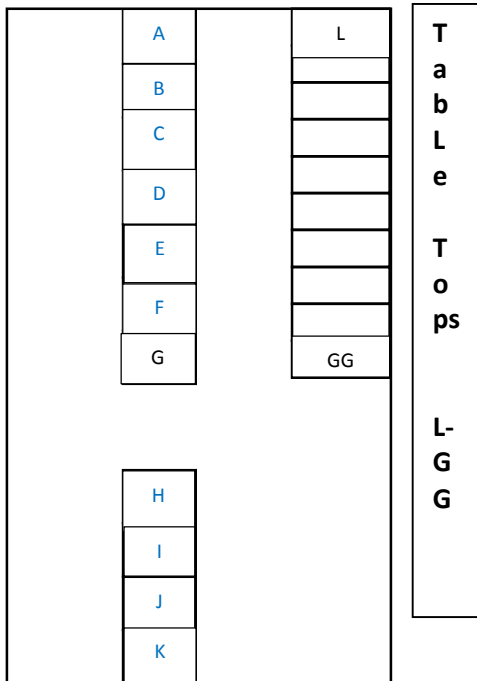
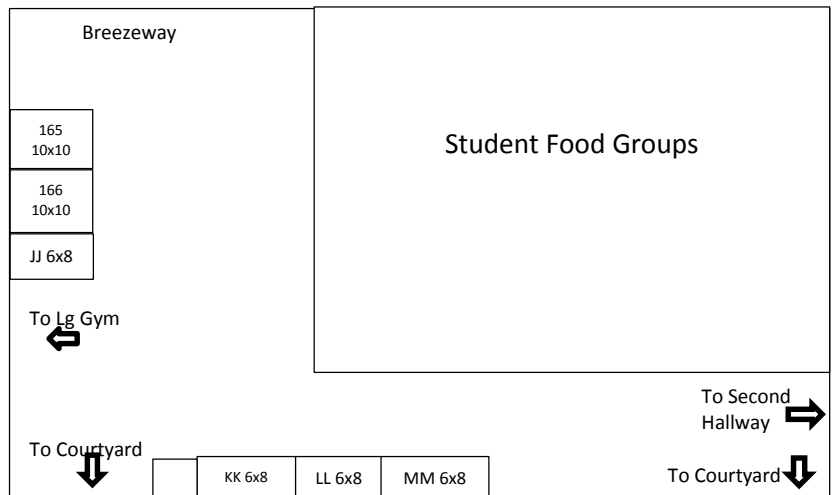


TABLE TOP HALLWAYS \$75 + fees



Cafeteria



Washoe County School District
McQueen Craft Faire
PO Box 33789
Reno, NV 89533

Return Service Requested

McQueen Craft Faire

October 16, 17, & 18, 2015

McQueen Craft Faire Bulletin • Issue # 30 • Published annually
McQueen Craft Faire, PO Box 33789, Reno, NV 89533