

Artisans Holiday Faire

Sunday, September 27th, 2020
Hidden Valley Country Club
3575 E. Hidden Valley Dr, Reno, NV 89502

Megan Gisi: (702) 480-7813

Dear Exhibitor,

Thank you for your interest in participating in our event. Please read the following information, fill out the enclosed application and mail it to:

Artisans Holiday Faire
Attn: Megan Gisi
4366 Copperhead Ct.,
Sparks, NV 89436

Make checks payable to: **Megan Gisi**

Or email to:

artisansholidayfaire@gmail.com and [Paypal fee to : mgisi918@sbcglobal.net](mailto:mgisi918@sbcglobal.net)

You will be notified by e-mail as soon as your application and photo submission is received and processed. If your application is not accepted, your check or PayPal payment will be returned to you. Please contact me if you don't hear from me in a timely manner. If paying via PayPal, please remember to add \$5 to your total as PayPal will charge a fee for the payment and that fee is not included in the booth fee.

Event Information:

Event Location: Hidden Valley Country Club, 3575 E Hidden Valley Dr, Reno, NV 89502

Set Up Times: Sunday, September 27th, 2020 8:00 AM - 9:45AM

Event Date/Time: Sunday, September 27th, 2020 10:00 AM - 4:00PM

Fees: \$65 to \$125 with optional fees (All returned checks will be charged an additional \$25 fee).

Early Bird Fees: \$50 to \$100 with optional fees, if full application received before May 1, 2020.

Jury Selection: June 1, 2020

Final Payment Due: 1 week after Jury Selection announcement.

Once Vendor's application and photo submission are accepted, all fees are NON-REFUNDABLE after August 1, 2020. Booth Fees will be due within 1 week of final Jury selection. If fees are not paid within one week of final Jury selection, then a new vendor will be chosen in your place. The application fee will be applied to your balance if accepted into the show.

Vendor Responsibilities and Rules:

Applications are due by August 1st, 2020 or subject to a late fee. If there are enough applicants as of June 1st, 2020, our jury members will meet for jury selection at this point.

Artisans Holiday Faire is only accepting applications from handmade artisans. Direct sales applications will not be accepted.

The craft fair will be filled on a first come first PAID basis from application received date and are subject to a jury. Booths won't be assigned unless application and photo submission are complete and vendors have been notified that they have been approved by the jury.

Vendors are required to donate 1 item of a minimum retail value of \$10 to the raffle fundraiser. Please describe your raffle item below so that we may use this in our advertising. 100% of all profits raised from the raffle will go to the charity, Veterans Guest House.

You are to supply your own table, chairs, displays, extension cords, internet connection, and so forth. Only the space will be provided. Booth boundaries will be strictly enforced.

We reserve the right to final booth space assignment. Booth spaces are chosen to provide customers with a variety of vendors and to reduce like-vendors from being next to one another. All booths are located inside at the Hidden Valley Country Club.

Remember, the map will not be finalized until all applications are in and approved. Placement of vendors is at our discretion and based on vendor booth content. Our goal is to help everyone have a great show.

All exhibitors are responsible for sales tax on items sold (8.265%) rate subject to be changed.

Food items must be packaged and labeled in accordance with Federal, State, County, and City requirements. Samples may be served by exhibitors with a valid Health Certificate.

The following items are not permitted to be sold: alcohol, illicit drugs, prescription drugs, paraphernalia, pornography or sexually implicit material, weapons including but not limited to guns, knives, swords, bows and arrows, and alcohol. The event coordinators and property owners reserve the right to refuse any display or items for sale deemed inappropriate.

Each vendor is responsible for its/his/her own money, cash box, and sales receipts. Hidden Valley Country Club and Designs by Megan Gisi will not provide this service, or make change.

Exhibitors must remain open until the end of the event. Failure to do so will result in NOT being welcome at our future events. You will also be asked to set back up if you start to tear down early. Plan to stay open until the event closes.

There will be no rain date, and NO REFUNDS will be given for weather related issues.

Booth assignments and set up instructions will be sent to you prior to the event.

Hidden Valley Country Club and Designs by Megan Gisi will not be responsible for loss, theft, or damage of any items you have brought to the show.

Payment: Payment for the full booth is NOT due at this time, only the \$5 application fee. If you are selected after Jury, you will be invoiced, and the \$5 application fee will be taken off your total booth price. Invoices will be due 1 week after Jury in June.

Cancellation Policy: If you must cancel please do so by August 1st. There will be no refunds after August 1st if you cancel. As a courtesy, if you have reserved a booth and become aware that you will be unable to participate, we would appreciate a prompt notification.

Jurying: Artisans are juried on 4 points: originality, quality of workmanship, professionalism and booth display. Since the jury screens, scores, and accepts or rejects based on your photos, it is crucial to provide clear photos of your work and booth displays. If there are enough applicants as of June 1, 2020, our jury members will meet for jury selection at this point. All applications received after this will be added to a waiting list. Past participation **DOES NOT** guarantee your acceptance or booth placement. We will limit the number of vendors in each category to help maintain variety to the customers and to limit competition among vendors. We usually anticipate a high number of applicants for our show. Early submission **DOES NOT** guarantee your acceptance or booth placement either, this **ONLY** guarantees you the early bird pricing if the jury selects you.

Photo Submission: In addition to the completed application, vendors must also submit photos of your work and booth setup. Please include a **minimum** of 4 clear, close-up photos with your application. Please do not submit more than 10 photos. You must submit photos of your work and your booth display. If sharing a booth, each vendor must submit their own photos in their application. Emailed copies of your pictures are preferred! If you are applying to more than one of our shows, only 1 set of pictures is needed.

Tax Department Requirements: The Nevada Department of Taxation is now enforcing that all vendors have a Tax ID number. If you plan to participate in more than two shows in Nevada in a 12-month period, all in-state vendors must have a Nevada TID#. If you are an out-of-state vendor, please provide your EIN or SSN instead. These numbers are now required **BEFORE** the shows, not just on the tax forms filled out at the shows. If you do not already have a tax ID#, please apply for one here: <https://www.nevadatax.nv.gov/web/>

Booth Preference: We will do our best to accommodate all selected vendors with their first choice of booth preference, but may need to go with your second or third choice.

There are approximately 35 spaces available. Here is a breakdown of what is available:

10x10 – 9 spaces

8x10 – 6 spaces

8x8 – 10 spaces

12x6 – 6 spaces

6x6 – 4 spaces

Please note that this is an approximated list and can be changed slightly based on the final selection of vendors and what size booths they have selected.

There will be no rain date, and **NO REFUNDS** will be given for weather related issues.

Electricity: There are electrical outlets along the walls of the room. Spaces are limited, so if you require electricity, please indicate it on page 5. You will need to provide your own extension cords and tape to cover exposed cords on the floor to avoid tripping hazards. There is no additional charge for electricity.

Publicity: We will advertise in the following: ‘The Good Life’ and ‘Neighbors’ magazines, direct mailers and online community calendars including local media outlets. Flyers and posters are distributed to local businesses. We have links on the event/festival websites for the craft fair as well as a Facebook page (with boosted Facebook ads), an Instagram page, and are listed on the Reno Crafters and High Sierra Crafters websites. We also HIGHLY encourage our vendors to advertise within their circle of influence as well.

Checklist to Mail or Email:

1. \$5 Application Fee
2. Application
3. Minimum of 4 pictures showing close up items AND booth setup (emailed pictures are preferred, 1 set for all applications, 10 pictures maximum)
4. Early Bird Deadline – May 1st
5. Jury Date (if enough applications received) – June 1st
6. Final Payment Due – 1 week after Jury selections

For more information, contact:

Megan Gisi: (702) 480-7813 or artisansholidayfaire@gmail.com

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Vendor Information and Fee Sheet

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Facebook _____ Etsy _____

Booth Preference (Please rate from 1 to 5 or with N/A if you are unable to use this space)

10x10 _____ 8x10 _____ 8x8 _____ 12x6 _____ 6x6 _____

If sharing a space, please indicate with whom (each vendor will need to fill out a separate application): _____

Do you have a Nevada Sales Tax# (***Required**)? _____ Tax ID# _____

*If you are an out-of-state vendor without a NV TID#, please provide an EIN# or SSN# _____

# of Booths	@ \$125 10x10 Booth (\$100 early bird)	_____
	@ \$100 8x10 Booth (\$80 early bird)	_____
	@ \$80 8x8 Booth (\$65 early bird)	_____
	@ \$80 12x6 Booth (\$65 early bird)	_____
	@ \$65 6x6 Booth (\$50 early bird)	_____
Application Fee	@ \$5.00 (Non-Refundable)	_____
Electricity Required	Yes or No	_____

Total Due: _____

Payment Method: (add \$5 to total if paying via Paypal) _____

Exhibitor Signature _____ Date _____

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Product Information

My \$5 non-refundable processing fee is enclosed

Check #

Photo Submission: In addition to the completed application, vendors must also submit photos of your work and booth setup. Please include a minimum of 4 clear, close-up photos with your application. Please do not submit more than 10 photos. You must submit photos for each category listed below. If sharing a booth, each vendor must submit their own photos in their application.

Please **CIRCLE** your categories:

Candles

Ceramics

Children's Items

Clothing

Drawings/Graphics

Dried Floral/Floral Art

Fiber Arts/non-wearable

Food

Other (describe in detail): _____

Glass

Jewelry/Metal & Non-Metal

Leather

Metalworking

Mixed Media

Painting

Paper

Photography

Scents/Oils

Skin Care/Soap

Soft Sculpt/Dolls

Sculpture

Wearable Art

Wood

Yard Art

Describe your crafts/product (*note that by submitting an application you are not automatically accepted, all applications and photo submissions must be reviewed prior to acceptance and you will be notified of your status promptly*):

Describe your raffle item: _____

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Facility Usage and Hold Harmless Agreement

Participant Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____ Email _____

Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representatives(s) of _____ (name of organization) of the city of _____, state of _____ shall be using the building and grounds of **Hidden Valley Country Club** on September 27th, 2020, for the purpose of sales and exhibition of arts, crafts, and products herein referred to as “the activity.”

I/We understand and agree that neither **Hidden Valley Country Club, Designs by Megan**, nor their trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity, which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release **Hidden Valley Country Club, Designs by Megan**, their trustees, employees, agents, or representatives for any damage that may occur while participating in the activity.

I/We further agree to save and hold harmless **Hidden Valley Country Club, Designs by Megan**, their trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize **Hidden Valley Country Club, Designs by Megan**, their employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity. I/WE understand that if I/we do not abide by the rules & regulations, I/we will be asked to remove all merchandise and a refund will not be issued. I/We realize that if I/we cancel my/our registration, I/we will not be issued a refund.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed myself/ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20 ____.

Signature _____