

# **HANDCRAFTED HOLIDAY FAIRE IN INCLINE VILLAGE**

**December 2, 2017**

**The Chateau at Lake Tahoe**

**955 Fairway Blvd, Incline Village, NV 89451**

**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:

**Handcrafted Holiday Faire in Incline Village**

Make checks payable to: **Megan Gisi**

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

Or email to:

[handcraftedatinclinevillage@gmail.com](mailto:handcraftedatinclinevillage@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:	The Chateau at Lake Tahoe, 955 Fairway Blvd, Incline Village, NV 89451
Set Up Times:	Friday, December 1, 2017 9:00am-4:00pm Saturday, December 2, 2017 8:00am-9:45am
Event Date/Time:	Saturday, December 2, 2017 10:00 AM - 3:00PM
Fees:	\$55 to \$70 with optional fees (All returned checks will be charged an additional \$25 fee).
Early Bird Fees:	\$35 to \$50 with optional fees, if full application received before June 1, 2017.

*Once Vendor's application and photo submission are accepted, all fees are NON-REFUNDABLE after November 1, 2017. 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 November 1<sup>st</sup>, 2017 or subject to a late fee.

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.

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 Chateau at Lake Tahoe.

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. Incline Village General Improvement District and Designs by Megan 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 next event. 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.

Incline Village General Improvement District and Designs by Megan will not be responsible for loss, theft, or damage of any items you have brought to the show.

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.

**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 November 1st. There will be no refunds after November 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:** Artisan's products are juried on 3 points: originality, quality of workmanship, 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 July 1, 2017, we will do our jury selection at this point. All applications received after this will be added to a waiting list. We will limit the number of vendors in each category to help maintain variety to the customers and to limit competition among vendors.

**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. You must submit photos for each category listed below. If sharing a booth, each vendor must submit their own photos in their application.

**Electricity:** There are electrical outlets along the walls of the room. Spaces are limited, so if you require electricity, please indicate it on page 4. 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 magazine, Reno Gazette Journal, and online community calendars including local media outlets. Flyers and posters are distributed to local businesses and are also distributed to elementary schools. We have links on the event/festival websites for the craft fair as well as a Facebook page (with boosted Facebook ads), and are listed on the renocrafters.com website. 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
4. Early Bird Deadline – June 1<sup>st</sup>
5. Jury Date (if enough applications received) – July 1<sup>st</sup>
6. Final Payment Due – 1 week after Jury selections

For more information, contact:

**Megan Gisi: (702) 480-7813 or [handcraftedatinlinevillage@gmail.com](mailto:handcraftedatinlinevillage@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 \_\_\_\_\_

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

Do you have a Reno, NV, Sparks, NV or Washoe County Business License (circle)? \_\_\_\_\_

License #/Expiration Date: \_\_\_\_\_

Do you have a Nevada Sales Tax#? \_\_\_\_\_ Sales Tax# \_\_\_\_\_

# of Booths	@ \$55 8'x8' booth (\$35 early bird)	
	@ \$70 10'x10' booth (\$50 early bird)	
Application Fee	@ \$5.00 (non-refundable)	
Electricity Required	Yes or No	
<b>Total Due:</b>		
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. 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	Glass	Scents/Oils
Ceramics	Jewelry/Metal & Non-Metal	Skin Care/Soap
Children's Items	Leather	Soft Sculpt/Dolls
Clothing	Metalworking	Sculpture
Drawings/Graphics	Mixed Media	Wearable Art
Dried Floral/Floral Art	Painting	Wood
Fiber Arts/non-wearable	Paper	Yard Art
Food	Photography	

Other (describe in detail): \_\_\_\_\_

\_\_\_\_\_

**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*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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 **Incline Village General Improvement District** on December 2<sup>nd</sup>, 2017, 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 **Incline Village General Improvement District, 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 **Incline Village General Improvement District, 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 **Incline Village General Improvement District, 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 **Incline Village General Improvement District, 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 \_\_\_\_\_