

A Touch of Class Craft Show

Carson Valley Inn, Shannon Ballroom
Thursday-October 26, Friday-October 27 and Saturday-October 28

2023 Vendor Application and Guidelines

A Touch of Class is a very unique show with a great reputation! We have worked hard to establish a wide customer base. We work as a team, with central cashiers, crafts arranged by category (not in individual booths), and everything must be handmade. It is important that all vendors understand what our focus is, and are willing to work within the following guidelines:

1. Provide a detailed list of your products. Your specialties are to be the first 5 items on the your list. Additional products may be added at a later date with approval. All items MUST be handmade. _____ init
2. Perforated tags (which are provided and available at Carol's or Robin's house) are to be used on all items. Your individual code and price are required on both parts of the tag. All food items are to be yellow tags (non taxable). (*Please do not take more than you think you might need*). You may not mark items "Sale or Closeout". _____ init
3. We will hold two meetings prior to the show. Both meetings will be held at the Douglas County Community/Senior Center **Meeting #1: September 27 (North Room) 6:00-8:00**— This meeting is **mandatory for all crafters and especially important if you are a new crafter!** You will show your product to other crafters, sign up for shift hours, pick up flyers, supplies, and signs, and discuss display equipment you may have available for use (please bring dimensions and/or pictures). _____ init
4. **Meeting #2: October 11 (North Room) 6:00-7:00**- Although not mandatory, this meeting is important. You will pick up schedules, finalize details of the show, including set up and tear down and answer any questions you may have. If you are unable to attend, please designate someone to pick up the information for you. _____ init
5. **All NEW crafters are required to attend a training from 5:00—6:00 on September 27.** (*then stay for the mandatory meeting*). (*ALL crafters are welcome to come to this training*). _____ init
6. You must provide one door prize from your inventory (or something you have HANDMADE) (min. \$15.00) for hourly drawings over the 3 days. _____ init
7. The event is 3 days (plus 1 day of set up) and eight hours each day. You will be required to work a total of 3-4 shifts during the 3 days. _____ init
8. Emails are sent out regularly starting in August with important information, PLEASE be sure to check your emails on a regular basis during this time and **RESPOND to let us know you received it**. Add our email to your contact list so it does not go into spam or your trash. _____ init
9. There is a wrap up meeting and to return signs **November 8, 6:00-7:00 pm (North Room)**. This is not mandatory, but is recommended. You will receive your check and we will discuss successes and weaknesses of the show.

October 25 - Wednesday: Set up (you will be assigned a time to bring in your product and displays)

October 26 - Thursday: Show 10:00 am - 6:00 pm (9:00 am for Loyalty Customers)

October 27 - Friday: Show 10:00 am - 6:00 pm

October 28 - Saturday: Show 10:00 am - 6:00 pm Take down: 6:00 pm

Cost: \$165 per crafter plus 8% of your sales which covers bookkeeping, credit card fees, *A Touch of Class*, and a 1% donation to a local youth charity. **Fees must be paid in full with your application.** The application process will be open to the public on April 1 on a first come first served basis. _____ init

Payment: Mail payment to: **2725 Stewart Ave, Minden, NV 89423** or you can pay through PAYPAL using Carol's email address: **chill.craft55@gmail.com** and note it as a "Send to a Friend".

Cancellation Policy:

\$80 refund before August 15th, \$50 refund before September 15th, no refund after September 15th. _____ init

Signature _____ Date _____

For additional information or questions contact us at: atouchofclasscraftshow@gmail.com

Carol Hill—(775) 721-1328, email: chill.craft55@gmail.com

Robin Clark— (760) 420-8063, email: rclark41556@gmail.com

2023 Application

Please print clearly

Return application with your \$165.00 fee

Only 30 crafters will be accepted. The first applicants will have priority to sell their products if there are duplications of products.

Name of Applicant _____ Code: _____

Home Phone # _____ Cell # _____

Address _____ City _____ St _____ Zip _____

Email: _____

Contact preference: email text phone call

Simple description of products**

(ex: dolls, jewelry, purses, candy, wood items, pillows, floral arrangements, wreaths, knitting, etc)

List 5 of your FIRST CHOICE products to sell (pending approval)

1. _____
2. _____
3. _____
4. _____
5. _____

Additional products I would like to add (pending approval)

***This is not your Inventory list. Inventory lists need to be brought on Set-up day.*

Terms: This is a cooperative event, with strong emphasis on service and quality. It will only work if everyone works together and shares the responsibilities. *A Touch of Class* provides the location and some display equipment, advertising and mailers, Facebook coverage, website, accounting, charge card capabilities and will collect and pay all sales taxes. We are proud supporters of several local charities. **A Touch of Class cannot be held responsible for any lost or stolen items.** All of us working together will prevent this from being a problem. Checks will be cut as soon as all checks and charges clear the bank. All will share any bounced checks and/or uncollected charges equally. If there is a problem or complaint, it is your responsibility to take it to either Carol Hill or Robin Clark and every effort will be made to solve or correct it.

I have read and agree with the above terms. I have read and initialed the previous page.

Signature _____ Date _____

Mail entire application (*be sure to keep a copy for yourself*) with your **\$165 fee** to:

Robin Clark, 2725 Stewart Ave., Minden, NV 89423

Make Checks payable to: A Touch of Class

To make payment through PAYPAL:

chill.craft55@gmail.com "Send to Friend"

Please be sure to mail or email your application even if you pay through PAYPAL!

For TOC use only: # _____ Date Received _____ Check # _____ Paypal