

GVR ARTS & CRAFTS FESTIVAL  
**PROCEDURES, RULES & REGULATIONS for VENDORS**

**FESTIVAL DATES – FEBRUARY 16-17 2024, FROM 9-3 AT THE GVR WEST CENTER**

*Vendors must read and agree to follow these Procedures/Rules and Regulations, and the Application Form. Please bring a copy of this with you to the Thursday Feb. 15<sup>th</sup> 2:00 pm check in and have it in your booth for referral. Sign your acceptance and acknowledgement on your application. **BECOME VERY FAMILIAR WITH THESE DOCUMENTS, THERE ARE MANY CHANGES, AND FAILURE TO READ THEM WILL NOT MAKE AN ACCEPTABLE EXCUSE.***

**ELIGIBILITY:** Vendors must have a current GVR Card and a current AZ Transaction Privilege Tax (TPT).

**APPLICATIONS:** Applications will be accepted between November 11<sup>th</sup> 2023 and January 14<sup>th</sup> 2024 and **must** include a copy of your GVR card (if new or changed) and a copy of your 2024 AZ TPT license or receipt for paid 2024 license. These **MUST** be attached to your application to be accepted.

**FEES AND COMMISSIONS:** Each space/table has a fee of \$30 per vendor (canopy \$80 see rules for outside tables) and a 10% commission on all orders and sales. Tables may be shared, but all vendors must submit an application and table fee. A commission envelope will be included in your packet. Envelopes must be sealed and turned in after 3:15 and before leaving on Saturday. Each vendor will receive a receipt.

**TAXES:** Your pricing **MUST** include sales tax. Each Vendor is responsible for his/her own taxes. You are responsible for submitting applicable sales tax to the state. GVR Arts & Crafts Association will not provide credit card services.

**TABLE ASSIGNMENTS:** Spaces will be awarded in the following order: First priority will be given to returning members of GVACA as to space and number of tables. Second Priority to new GVACA members. Third priority will be to non-member returning vendors in the order they are received. New vendors will be given available spaces after January 15, 2024. Repeat table assignments are not guaranteed, but we will do our best. We may need to limit second tables. The ends of the oval areas (2 tables) will be reserved for vendors requiring 2 spots. ***Each space must be occupied by the vendor for the full 2 days of the show. If you sell out sometime on Sat, we will leave you at your booth, but ask you to sell raffle tickets etc.***

**DOOR PRIZE DONATIONS:** Each vendor is asked to donate one item with a \$25+ value PER TABLE that is a representation of their craft. If you have two tables, and your items are valued at higher than \$50 you may make one donation. DONATIONS **MUST** BE RECEIVED BY February 7<sup>th</sup> (at the GVR&CA meeting) OR YOU MAY LOSE YOUR SPACE. Drop off locations and dates will be sent out with the applications on November 11<sup>th</sup>.

**REGISTRATION AND SET-UP DAY:** Doors will open for registration at 2:00 pm, **DO NOT** attempt to gain early access. Leave your product in your car or neatly and safely stacked outside in the front courtyard in a way that does not block the entrance to any facilities. If you are a volunteer working with us on Thursday before the doors are open, we will make special times for earlier admittance to bring your product to your space. Do not try bringing in your items before you are registered and have received your packet.

***We have strived to make these rules and procedures to the best advantage of the Committee, the Vendors, GVR and the public. We wish everyone to have a wonderful festival experience. The Festival Committee as well as the Club Board reserve the right to enforce these rules. Any arguments or mistreatment of volunteers will result in a warning. A second warning will result in your expulsion and you will be excluded from future shows.***

PLEASE REMEMBER TO SMILE & BE COURTEOUS. WE ARE ALL HERE TO HAVE A SUCCESSFUL SHOW. RESPECT OUR CHAIRMAN AND ALL OF OUR VOLUNTEERS. TREAT THEM THE WAY YOU WOULD LIKE TO BE TREATED.

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1. TABLE ASSIGNMENTS will be completed by January 24<sup>th</sup>, 2024 at which time your application fee becomes non-refundable. You will receive a table confirmation email/text shortly thereafter. Do not call about your table assignment before January 31<sup>st</sup>.
2. SAFETY In accordance with Fire Code, all aisles are to be clutter free. You are responsible to keep your area safe, clean and tidy. Please use only the chairs provided for each table. Store any supplies under the table to facilitate emergency evacuation if needed.
3. TABLES Vendors may not change assigned spots or be moved without committee representative approval. You must try to have enough merchandise for both days, no empty tables are allowed.
4. POWER Access to electricity will be provided, if approved, but you must supply your own extension cords. All cords must be taped down by the RSA only; place the yellow card on your table if you are using power cords. If there are any complaints that lights are too bright, you will be expected to change them or turn them off.
5. Shelving, grates, and floor stands cannot be over 48" high from the floor if you are in a central table. They cannot obstruct the view of neighboring tables or walking areas. They must not extend beyond your space or cause a possible safety hazard to your neighbor or customers. Shelving must be sturdy and stable. If you are against a wall you may have displays as tall as 8 feet (with ensured stability). You must request a wall or outdoor space if your display is over 4 feet tall. You will have to change your display if the committee representative decides you are not in compliance.
6. **Inside tables: Black floor length fabric table cloths are required** and must cover the table top, front, and sides. No edges can extend into the walk space. If you do not have a black table cloth, there may be one available for you to rent/buy. A piece of black fabric 128" x 64" will cover a 6 ft table. Nothing else is acceptable.
7. **Outside Tables:** We would appreciate outside tables follow this same black table cloth rule, but as of this show it is not mandatory. Tables may use a 6' umbrella mounted on a stand, or a similar shade structure. It must not obstruct the buyer's view of neighboring tables or be a trip hazard. Umbrella spines must not protrude into any walk area. For the first time, outside, we are going to allow 10' Vendor supplied canopies in 4 specified spots where the fountain used to be. 3 six foot tables will be provided. The fee for these 4 spots will be \$80. Each. These 4 spots are CANOPY with weights only.
8. **CHANGES TO YOUR AREA:** Only an RSA can move chairs/tables or tape down power cords. Color Coded Cards will be provided in your packet to alert custodians of your needs; please wait for them to respond. GVACA will provide power strips at the heavily used outlets; you must bring your own power cord. Yellow=electrical, green=chair removal, blue=table removal or move, pink cards are for red vest volunteers.
9. **Merchandise:** All items for sale must be the work of the vendor(s) assigned to the table. Any type of art/craft of appropriate quality, may be shown. Commercially-produced items or selling another's work is not permitted. The items being presented for sale must be at least 80% handmade by the vendor **YOU MAY NOT DISCOUNT OR OFFER SALE MERCHANDISE, or have for sale commercial merchandise.** Festival Committee Chairman has final say on appropriate items. **YOU MAY NOT BOX UP YOUR PRODUCT BEFORE 3 PM ON FRIDAY OR SATURDAY.**

**LIABILITY:** Items are entered at the owner's risk. Security is through the local Sheriff's Auxiliary Volunteers (SAV) and is provided during the day and the area will be locked during the evening and night. The gated courtyard may be closed at 5 PM until opening at 7AM. However, other outdoor areas remain open. GVR, the GVA&C and SAV bear no responsibility for losses.

Sincere Thanks, Susanne Phillips - GVR Arts & Crafts Festival Chairman 520-204-1439