



2025 ARTS AND CRAFTS FESTIVAL POLICIES AND PROCEDURES



ELIGIBILITY

Artisans must have a current GVR card and a current (2025) Arizona Sales Tax License (TPT) to participate in the festival. A copy of each artisan's 2025 TPT **MUST** be attached to the registration form. New GVR members, or those whose number has changed, should attach a copy of their GVR card.

COMMISSION

Vendors will be required to pay a 10% commission based on their total festival sales before taxes. This commission percentage also applies to orders taken at the show. A Commission Payment Form and envelope will be included in each vendor's packet. Completed forms and payment will be put in the envelope and brought to the cafeteria at West Center **after 3:15 p.m.** on Saturday. Receipts will be given to each vendor for his/her records.

POLICIES AND PROCEDURES

* Table/Registration fee is \$30.00 per table per artisan. Tables may be shared, but each artisan is considered a separate vendor and must complete the application form and pay the registration fee.

* Returning vendors who had two tables previously will be provided two tables this year. Vendors who would like two tables will be accommodated as space allows on a first/come/first served basis. Three tables are not allowed.

* All items sold by vendors must be the work of the artisan/artisans assigned to the table. Vendors' prices must include sales tax, and the vendors are responsible for submitting applicable sales tax to the state.

* Vendors need to be at their tables the entire show. Red Vest volunteers will be available to cover for short breaks (no more than 15 minutes).

* Credit card services are not provided to vendors.

* Vendors should not discount items. Each vendor's area should be kept clean and tidy.

* Tables may not be transferred from one vendor to another during the festival without consulting the festival committee. Extra 6' tables cannot be added, and tables should not be moved. If the vendor does not want a table, he/she should inform the festival committee, and the GVR RSA will remove the table. Two chairs are provided with each table. Chairs can be added or removed if needed.



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* **Solid black table covers** are required to cover the table top, front and sides in order to hide bins and personal items. Covers must reach the floor.

* Shelving and floor stands cannot be higher than 42" above the table and cannot obstruct the view of neighboring tables. No bamboo, woven or solid floor stands will be allowed. Shelving must be sturdy and stable.

* Subject to availability, access to electricity will be provided on a first come/first served basis; vendors should bring their own extension cords.

* Outside vendors may have one 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. Solid black table covers should be used.

* If a vendor does not wish to have photos taken of his/her works, a small sign should be placed on the vendor's table.

* Each vendor is asked to donate one item per table. Items should have a \$25+ value and is representative of his/her craft. Vendors will be notified of the date, time and place to bring their donations.

* On Saturday of the festival, vendors should not begin clearing their tables prior to 3 p.m. Anyone clearing his/her table early will not be invited to return the following year.

LIABILITY

The GVR Arts and Crafts Association and Green Valley Recreation, Inc. assume no responsibility or liability for lost or stolen items. The doors and courtyard will be locked at night, and there is no alarm system. Vendors must provide their own insurance.

NOTES

These policies were established to create an equitable, and hopefully profitable, environment for all participating vendors, as well as to provide attendees with a wonderful festival experience. We reserve the right to deny participation to any vendor who does not adhere to these rules as approved by the GVR Arts and Crafts Association board. Your understanding and cooperation are much appreciated.

Thank You! GVR Arts and Crafts Association Board of Directors