

AHWATUKEE RECREATION CENTER
2024 ARTS & CRAFTS FAIR
SATURDAY, NOVEMBER 23, 2024 8:30AM TO 3PM

VENDOR INSTRUCTIONS

Thank you for your participation!

Please find below the instructions for the 2024 ARC Arts & Craft Fair!

A Vendor Application must be submitted, with Entry Fees, no later than Friday, September 6th, 2024.

- Indicate on the application if you need access to an electrical outlet, which are very limited, and cannot be guaranteed. Vendors must bring their own electrical cords, and additional lighting, if needed.
- Indicate if you have special physical needs (for example, if you need extra wide isles because you are in a wheelchair).

Criteria: There will be no jurying of items this year; however, if items do not meet the criteria (handmade quality arts and crafts items), we will ask you to remove them. **All items must be hand crafted by the artist.**

Tables: Each vendor is given one 8-foot table, which is included in the entry fee. Additional tables or 8-foot floor space (without table) may be rented for \$10 each. Vendors are limited to a maximum of 3 tables or three 8-foot space combinations (a total of 24 linear feet of space maximum). Tables must be covered by a tablecloth.

Outdoor Patio Area: If you prefer to choose an alternative spot for your Booth Space other than the Main Hall or Extension, there are several spots available outdoors under overhangs or there are also uncovered spots on our back patio (the food/rest area) at the same cost of \$25/\$35. A canopy can be provided at no charge for up to 4 spots. If you would like your spot to be one of these patio areas, please note that on the application in the checklist area on the back page. Space is less limited on the patio, and you may like a more open feel. Remember once again that electrical outlets are available, but there are a limited number for those who display on the patio.

Décor: You are encouraged to decorate your tables in an attractive, festive manner. Small canopies are allowed. All personal items and inventory must be out of sight under the tables before we open the doors on Saturday morning.

Set Up: Booth assignment is FINAL. Please refer to the Vendor Application for set up times. Vendors may use the parking lot near the Main Hall entrance during set up. The Main Hall will be locked down at 8 PM on Friday, November 22, 2024. There will be volunteers available during both times helping to guide you to your table/space. Vendors may use the parking lot near the Main Hall entrance during set up.

Day of Craft Fair: Vendor table/space must be set up on Friday. Doors open to vendors on Saturday, November 23rd at 8:00 AM for final touches only and must be finished and ready to sell by 8:15 AM on Saturday. Doors will open to the public at 8:30 AM.

Parking: On the day of the Craft Fair, vendor vehicles **must park in the back parking lot by Building C (Arts and Crafts Building), on the far east side of the property.**

Booth Take-Down: Vendors must remain at their booths until the completion of the Craft Fair at 3:00 pm. All tables must be cleared, and vendors exited the hall by 6:00 pm.

Raffle/Marketing: As part of our efforts to bring exposure to your items for sale, the ARC A&CF offers a Raffle for the guests to participate in! Please donate an item (which will be displayed for viewing) for the Raffle. The suggested value is \$10. Additionally, the Master of Ceremonies will promote your booth during the Craft Fair. The Raffle is the primary source of funds needed for Craft Fair expenses. Raffle proceeds also help keep the booth rental fees low going forward.

The Arts & Crafts Fair Committee will advertise in the local newspapers, internet outlets, flyers, etc. to allow the public to appreciate all the handcrafted items at the ARC.

Cash: All vendors are expected to maintain their own “bank” to make change for their sales.

SALES TAX RULES:

The State of Arizona sales tax department has ruled that all items for sale at this Craft Fair must have sales tax collected, with no exceptions. Therefore, either you must have your own State of Arizona Tax ID Number, or be a member of the ARC. The tax collector will also be collecting tax from all vendors who do not provide a Tax ID# on the Vendor Application. The location of the tax collector will be announced towards the end of the event.

[If you have your own business Tax ID number, you may skip reading the rest of this section.](#) Make sure you have entered your tax ID number on your application.

If you are a member of the ARC, and using the ARC Tax ID, read the following, and be prepared to pay a portion of your sales for tax, using the following formula:

All sale pricing should include a 10% tax fee. For instance, if you would normally sell an item at 90 cents, increase the listed price to \$1.00. If you usually sell an item for \$10, you should sell it for \$11. Only list the final price on your price tags. Each ARC member who collects and pay tax to the ARC will have a sign at their booth which states: THIS VENDOR'S PRICING INCLUDES SALES TAX.

Based on the honor system, each ARC vendor will keep a total of their sales for the day. At the end of the Craft Fair, each ARC member must check out with the ARC Craft Fair Tax Collector.

All ARC members who do not have their own tax id # will be required to *report the total dollar value of sales*, and pay 10% to the Tax Collector. (Vendors with their own tax id numbers handle their own tax filings).

The Phoenix, Maricopa County and State of Arizona combined tax rate is 8.6%. (The number is rounded to make calculations easier on everyone and the remaining amount will be used to support ARC charitable projects). The Tax Collector can help with the percentage calculation.

Let's all have a good time and make 2024 another great year for our Arts & Crafts Fair! If you have any questions, you may email Marcia Kennedy at marciak@arcaz.net.