

INSTRUCTIONS FOR VENDORS

2018 Ahwatukee Recreation Center Craft Fair, November 17, 2018 9:00 am to 2:00 pm

It's that time again! The Ahwatukee Recreation Center Arts and Crafts Fair will be held at the Rec Center on November 17.

The purpose of this Craft Fair is to showcase the quality art and craft talents of the many members of the ARC. In order to make this event successful, the ARC Craft Fair Committee has issued the following instructions:

A Vendor Application must be submitted, with Entry Fees, no later than Friday, October 12, 2018 at 6:00 p.m.

- 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.

Tables: Each vendor is given one 8 foot table, which is included in the Entry Fee. Additional 8 foot tables or 8 foot floor space (without table) may be rented for \$20 each. Vendors are limited to a maximum of 3 tables or 8 foot space combinations (a total of 24 linear feet of space maximum). Each table will be covered by a tablecloth provided by the Craft Fair Committee.

Outdoor Pavilions: We have several spots available outdoors under canopies on our back patio (the food/rest area) at no additional cost. If you would like one of these patio spots, please add a note on the application indicating your preference. Space is less limited on the patio, so we can provide additional space for you there. Limited electrical outlets are available for outside vendors.

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

Set Up: *All vendors will set up their displays on Friday, November 16th, between 3:00 pm and 7:00 pm.* Vendors may use the parking lot near the main hall entrance during set up. The hall will be locked down at 7pm on Friday.

Day of Craft Fair: All vendors must be at their tables and finished with their set-up no later than 8:45am on the day of the event. Vendors may enter the hall at 8:00 am. At 8:45am the Craft Fair Coordinator will make a few announcements, and the doors will open to the public at 9:00 AM.

Parking: On the day of the Craft Fair, vendor vehicles must be moved to the parking lot by Building C (Arts and Crafts Building), on the far east side of the property. There will be golf cart shuttles to provide transportation to and from the Craft Fair hall and parking lot for vendors.

ID and Meals: Vendors will have an ID Badge issued by the Craft Fair Committee, which must be worn during the Craft Fair. Vendors are encouraged to cover for each other or have a friend to take over sales for meal/bathroom breaks. *No booth should ever be unattended during the Craft Fair open hours.* We will have lunch items and donuts for sale.

Volunteers: The ARC's volunteers will be available to help. All volunteers will be clearly identified by a colored lei. Please ask any volunteer if you need help during the set up, take down, or to assist buyers.

Booth Take-Down: Vendors must remain at their booths until the completion of the Craft Fair at 2:00 pm, unless they are 100% sold out of merchandise. Booth take down can commence as soon as the announcement is made that the Craft Fair has ended. All tables must be cleared, and vendors exited the hall by 3:00 pm. Golf Cart Shuttles will be available to retrieve your cars from the east parking lot by Building C.

Raffle/Marketing: If you would like to have additional exposure of your items for sale, please donate an item for our Raffle. The Raffle is the primary source of funds needed for Craft Fair expenses and they help to keep the low booth rental fees. In addition, the Master of Ceremonies will promote your booth during the Craft Fair. Your donation will be displayed for viewing on the main stage, and described by the Master of Ceremonies on the public address system.

Cash: All vendors are expected to maintain their own "bank" to make change for their sales. There will be a minimum of two security guards on duty during the open hours of the Craft Fair.

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.

If you have your own business tax ID number you may skip reading the rest of this section. Make sure you have submitted 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 2018 another great year for our Craft Fair!