

AHWATUKEE RECREATION CENTER
2019 ARTS & CRAFTS FAIR
SATURDAY, NOVEMBER 18, 2023 9AM TO 2PM

VENDOR INSTRUCTIONS

Thank you for your participation!

Please find below the instructions for this year's event.

A Vendor Application must be submitted, with Entry Fees, no later than Friday, October 6th, 2023.

- 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 red, green, gold or white tablecloth.

Outdoor Patio Area: We have several spots available outdoors under overhangs on our back patio (the food/rest area) at no additional cost. We also have uncovered spots in that area. 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 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: We will have two set up times this year. Vendors may set up their displays on Friday, November 17th, between 5:00 pm and 7:00pm. Vendors may use the parking lot near the main hall entrance during set up. The hall will be locked down at 7pm on Friday. You may also set up the morning of the event between 7am-8:45am. There will be volunteers available during both times, guiding you to your tables, helping to unload vehicles, etc.

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. The doors will open to the public at 9:00 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.**

Volunteers: The ARC's volunteers will be available to help. All volunteers will be clearly identified by a name tag. Please ask any volunteer if you need help during 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. All tables must be cleared, and vendors exited the hall by 3:00 pm.

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.

The Arts & Crafts Fair Committee will advertise the in local newspapers, internet outlets, flyers, etc.

Cash: All vendors are expected to maintain their own “bank” to make change for their sales. At the end of the event, the tax collector will take over the raffle table and will be collecting tax. Please stop by her table. See below:

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 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 2023 another great year for our Arts & Crafts Fair! If you have any questions, you may email Patti Burke at cakes385@hotmail.com.