

# West Custer County Annual Holiday Arts and Crafts Fair

December 1-3, 2022 at Hope Lutheran Church - Lange Fellowship Hall

3<sup>rd</sup> and Powell Streets, Westcliffe, CO

Hours: Thursday from 2:00 – 6:00, Friday from 9:00 – 5:00, and Saturday from 9:00 – 5:00

**\*\*\*Keep this page for your reference\*\*\***

REGISTRATION DEADLINE: November 25, 2022. Registration will close earlier if all positions are filled, so please sign up right away.

## GUIDELINES:

1. Work MUST be hand-crafted.
2. No food items. No items under \$1.00. Even dollar amounts make accurate accounting easier.
3. **Setup will be Thursday, December 1 from 11:00 – 2:00. Turn in your inventory list before you set up. Make yourself a copy first if you will need it to reconcile your records after the fair.**
4. Provide a stamped, self-addressed, business size envelope for your check and inventory of sold items to be mailed to you. If you don't provide the envelope, \$1.00 will be deducted from your profits.
5. You must provide your own display materials, including table cover and peg board for upright space if needed.
6. Each item must be tagged. The tag should have the initials you entered on the application, a unique number within your inventory, and the price, preferably in that sequence. Please make sure the tag is legible, securely attached and corresponds to the inventory list. Example: AAA 001 \$10. We cannot be responsible for incorrectly tagged items. \*We know that for some of you the request to tag each of your items with a unique code is time and labor intensive. If you prefer to make all of your items a single code or each category of items a single code, you may do so. Keep in mind the downside. Without single item coding (1) it may not be as easy for you to evaluate which items sold well or not so well and (2) we cannot track what happened to any individual item which we sometimes are able to do for missing or mischarged items after the sale.
7. The inventory list may be provided on the attached form, copies of the attached form, and/or a typed or computer printed list in the same format as the attached form. List each item separately. Artist initials do not need to be entered on each line of the inventory.
8. Your inventory list should correspond exactly to the items you bring to this fair. You may bring additional items during the fair as long as you provide an inventory list with the new items. Your help with this will make the after fair reconciliation easier, faster and more accurate.

**ALL ARTISTS/CRAFTERS MUST ATTEND BREAKDOWN on Saturday at 5:00 PM.  
Remember that we ask you not to start breakdown until 5:00 PM.**

## MY NOTES:

My initials are: \_\_\_\_\_.

The work schedule preferences I put on the application are:

Not able to work \_\_\_\_\_.

Preference is \_\_\_\_\_.

I asked for this kind/size space: \_\_\_\_\_.

**Waiver: I understand that the West Custer County Friends of the Library and/or Hope Lutheran Church accepts no responsibility for items damaged or missing during the Arts and Crafts Fair at Hope Lutheran Church Fellowship Hall. Due care will be taken to maintain security. If you cannot pick up your art/crafts personally, you must arrange in advance with the Friends. We will not release art/crafts to anyone else without your authorization.**