

Handmade for the Holidays

Saturday, November 5th & Sunday, November 6th, 2022

Red Hawk Golf & Resort – Event Center

6600 N. Wingfield Pkwy, Sparks, NV 89436

Megan Gisi: (702) 480-7813

Dear Exhibitor,

Thank you for your interest in participating in our event. Please read the following information, fill out the enclosed application and mail it to:

Handmade for the Holidays

Attn: Megan Gisi
4366 Copperhead Ct.,
Sparks, NV 89436

Make checks payable to: **Megan Gisi**

Or email to:

sparkshandmade@gmail.com and [Paypal fee to : mgisi918@sbcglobal.net](mailto:mgisi918@sbcglobal.net)

You will be notified by e-mail as soon as your application and photo submission are received and processed. If your application is not accepted, your check or PayPal payment will be returned to you. Please contact me if you don't hear from me in a timely manner. If paying via PayPal, please remember to add \$5 to your total as PayPal will charge a fee for the payment and that fee is not included in the booth fee.

Event Information:

Event Location:	Red Hawk Golf & Resort – Event Center, 6600 Wingfield Pkwy, Sparks, NV 89436
Set Up Times:	Saturday, November 5 th , 2022 8:00 AM – 9:45 AM
Event Date/Time:	Saturday, November 5 th , 2022 10:00 AM - 4:00 PM Sunday, November 6 th , 2022 10:00 AM - 3:00PM
Fees:	\$150 to \$200 with optional fees (All returned checks will be charged an additional \$25 fee).
Early Bird Fees:	\$125 to \$175 if full application received before May 13 th , 2022.
Jury Date:	The week of June 27 th , 2022
Final Payment Due:	1 week after Final Jury Selection

Once Vendor's application and photo submission are accepted, all fees are NON-REFUNDABLE after September 1st, 2022. Booth Fees will be due within 1 week of final Jury selection. If fees are not paid within one week of final Jury selection, then a new vendor will be chosen in your place. The application fee will be applied to your balance if accepted into the show.

Vendor Responsibilities and Rules:

Applications are due by September 1st, 2022 or subject to a late fee. If there are enough applications as of June 27th, 2022, our jury members will meet for jury selection at this point.

Handmade for the Holidays is only accepting applications from handmade artisans. Direct sales applications will not be accepted.

The craft fair will be filled on a first come first PAID basis from application received date and are subject to a jury. Booths won't be assigned unless application and photo submission are complete and vendors have been notified that they have been approved by the jury.

Vendors are required to donate 1 item of a minimum retail value of \$10 to the raffle fundraiser. Please describe your raffle item below so that we may use this in our advertising. 100% of all profits raised from the raffle will go to the charity, The Reno Initiative for Shelter and Equality.

You are to supply your own table, chairs, displays, extension cords, internet connection, tent, and so forth. Only the space will be provided. Booth boundaries will be strictly enforced.

We reserve the right to final booth space assignment. Booth spaces are chosen to provide customers with a variety of vendors and to reduce like-vendors from being next to one another.

Remember, the map will not be finalized until all applications are in and approved. Placement of vendors is at our discretion and based on vendor booth content. Our goal is to help everyone have a great show.

All exhibitors are responsible for sales tax on items sold (8.265%) rate subject to be changed.

Food items must be packaged and labeled in accordance with Federal, State, County, and City requirements. Samples may be served by exhibitors with a valid Health Certificate.

The following items are not permitted to be sold: alcohol, illicit drugs, prescription drugs, paraphernalia, pornography or sexually implicit material, weapons including but not limited to guns, knives, swords, bows and arrows, and alcohol. The event coordinators and property owners reserve the right to refuse any display or items for sale deemed inappropriate.

Each vendor is responsible for its/his/her own money, cash box, and sales receipts. Red Hawk Golf & Resort and Designs by Megan Gisi will not provide this service, or make change.

Exhibitors must be ready to sell and open by that day's opening time and remain open until the end of the event. Failure to do so will result in NOT being welcome at our future events. You will also be asked to set back up if you start to tear down early. Plan to stay open until the event closes.

There will be no rain date, and NO REFUNDS will be given for weather related issues. Please keep this in mind when choosing an outdoor booth space.

Booth assignments and set up instructions will be sent to you prior to the event.

Red Hawk Golf & Resort and Designs by Megan Gisi will not be responsible for loss, theft, or damage of any items you have brought to the show.

Payment: Payment for the full booth is NOT due at this time, only the \$5 non-refundable application fee. If you are selected after Jury, you will be invoiced, and the \$5 application fee will be taken off your total booth price. Invoices will be due 1 week after Jury in June.

Cancellation Policy: If you must cancel please do so by September 1st. There will be NO REFUNDS after September 1st if you cancel. As a courtesy, if you have reserved a booth and become aware that you will be unable to participate, we would appreciate a prompt notification.

Jurying: Artisans are juried on 4 points: originality, quality of workmanship, professionalism and booth display. Since the jury screens, scores, and accepts or rejects based on your photos, it is crucial to provide clear photos of your work and booth displays. If there are enough applicants as of June 27th, 2022, our jury members will meet for jury selection at this point. All applications received after this will be added to a waiting list. Past participation **DOES NOT** guarantee your acceptance or booth placement. We will limit the number of vendors in each category to help maintain variety to the customers and to limit competition among vendors. We usually anticipate a high number of applicants for our show. Early submission DOES NOT guarantee your acceptance or booth placement either, this ONLY guarantees you the early bird pricing if the jury selects you.

Photo Submission: In addition to the completed application, vendors must also submit photos of your work and booth setup. Please include a minimum of 4 clear, close-up photos with your application. Please do not submit more than 10 photos. You must submit photos of your work and your booth display. If sharing a booth, each vendor must submit their own photos in their application. Emailed copies of your pictures are preferred! If you are applying to more than one of our shows, only 1 set of pictures is needed.

Tax Department Requirements: The Nevada Department of Taxation is now enforcing that all vendors have a Tax ID number. If you plan to participate in more than two shows in Nevada in a 12-month period, all in-state vendors must have a Nevada TID#. If you are an out-of-state vendor, please provide your EIN or SSN instead. These numbers are now required **BEFORE** the shows, not just on the tax forms filled out at the shows. If you do not already have a tax ID#, please apply for one here: <https://www.nevadatax.nv.gov/web/>

Temporary Business License Requirements: The City of Sparks is now requiring all vendors to have either a City of Sparks Business License or a Temporary Business License. Both licenses require the same amount of paperwork, which includes a Nevada State Business License, a Nevada TID#, State Industrial Insurance (if applicable), and a DBA (if applicable). Please contact The City of Sparks Business License Department if you have any questions regarding this new requirement.

Booth Preference: We will have additional spaces outside on the patio area again this year. Vendors will need to provide their own tent. Tent walls are recommended if you decide to leave your booth intact overnight. Weights are also REQUIRED to keep your tent from flying away in case of wind. If you would prefer an outdoor booth space, please indicate this on the Vendor Information and Fee Sheet. Red Hawk also has a few heat lamps that we may use if the weather is cold. We will do our best to accommodate all selected vendors with their first choice of booth preference, but may need to go with your second or third choice.

There are approximately 44 spaces available. Here is a breakdown of what is available:

10x10 – 9 spaces; 8x10 – 5 spaces; 8x8 – 14 spaces; 12x5 – 5 spaces; 6x5 – 4 spaces; 10x10 Outdoor

– 7 spaces

Please note that this is an approximated list and can be changed slightly based on the final selection of vendors and what size booths they have selected.

There will be no rain date, and NO REFUNDS will be given for weather related issues. Please keep this in mind when choosing an outdoor booth space.

Security: The event center at Red Hawk Golf & Resort is monitored with security cameras, the building is locked when not in use, and there is 24hr security that patrols the grounds. Vendors may leave their booths intact overnight if they so choose. That being said, Red Hawk Golf & Resort and Designs by Megan are not responsible for loss, theft, or damage of any items you have brought to the show as noted above.

Electricity: There are electrical outlets along the walls of the room. Spaces are limited, so if you require electricity, please indicate it on the Vendor Information and Fee Sheet. You will need to provide your own extension cords and tape to cover exposed cords on the floor to avoid tripping hazards. There is no additional charge for electricity.

Publicity: We will advertise in the following: ‘Neighbors’ magazines, direct mailers and online community calendars including local media outlets. Flyers and posters are distributed to local businesses. We have links on the event/festival websites for the craft fair as well as a Facebook page (with boosted Facebook ads), an Instagram page, and is listed on the Reno Crafters website. We also HIGHLY encourage our vendors to advertise within their circle of influence as well.

COVID-19 Restrictions: We will be abiding by all local requirements at the time of the show.

Checklist to Mail or Email:

1. \$5 Non-Refundable Application Fee (if applying for more than one show, one check combined is preferred)
2. Application
3. Minimum of 4 pictures showing close up items AND booth setup (emailed pictures are preferred, 1 set for all applications, 10 pictures maximum)
4. Early Bird Deadline – May 13th
5. Jury Date (if enough applications received) – June 27th
6. Final Payment Due – 1 week after Jury selections

For more information, contact:

Megan Gisi: (702) 480-7813 or sparkshandmade@gmail.com

Mail completed applications to:

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Vendor Information and Fee Sheet

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Facebook _____ Etsy _____

Booth Preference (Please rate from 1 to 6 or with N/A if you are unable to use this space)

10x10 _____ 8x10 _____ 8x8 _____ 12x5 _____ 6x5 _____ Outdoor 10x10 _____

If sharing a space, please indicate with whom (each vendor will need to fill out a separate application): _____

Do you have a City of Sparks Business License? _____

License #/Expiration Date: _____

Do you have a Nevada Sales Tax# (*Required)? _____ Tax ID# _____

*If you are an out-of-state vendor without a NV TID#, please provide an EIN# or SSN# _____

of Booths

@ \$150 6'x5' space (\$125 early bird) _____

@ \$175 8'x8' or 12'x5' space (\$150 early bird) _____

@ \$200 10'x10' or 8'x10' space (\$180 early bird) _____

@ \$150 10'x10' outdoor (\$125 early bird) _____

Application Fee

@ \$5.00 (Non-Refundable)

Electricity Required

Yes or No _____

Total Due: _____

Payment Method: (add \$5 to total if paying via Paypal) _____

Exhibitor Signature _____ Date _____

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Product Information

My \$5 non-refundable processing fee is enclosed

Check #

Photo Submission: In addition to the completed application, vendors must also submit photos of your work and booth setup. Please include a minimum of 4 clear, close-up photos with your application. Please do not submit more than 10 photos. You must submit photos for each category listed below. If sharing a booth, each vendor must submit their own photos in their application.

Please CIRCLE your categories:

Candles	Glass	Scents/Oils
Ceramics	Jewelry/Metal & Non-Metal	Skin Care/Soap
Children's Items	Leather	Soft Sculpt/Dolls
Clothing	Metalworking	Sculpture
Drawings/Graphics	Mixed Media	Wearable Art
Dried Floral/Floral Art	Painting	Wood
Fiber Arts/non-wearable	Paper	Yard Art
Food	Photography	

Other (describe in detail): _____

Describe your crafts/product (note that by submitting an application you **are not automatically accepted**; all applications and photo submissions must be reviewed prior to acceptance and you will be notified of your status promptly):

Describe your raffle item: _____

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Facility Usage and Hold Harmless Agreement

Participant Name _____

Business Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Cell** _____ **Email** _____

Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representatives(s) of _____ (name of organization) of the city of _____, state of _____ shall be using the building and grounds of **Red Hawk Golf & Resort** on November 5th & 6th, 2022, for the purpose of sales and exhibition of arts, crafts, and products herein referred to as “the activity.”

I/We understand and agree that neither **Red Hawk Golf & Resort, Designs by Megan**, nor their trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity, which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release **Red Hawk Golf & Resort, Designs by Megan**, their trustees, employees, agents, or representatives for any damage that may occur while participating in the activity. I/We further agree to save and hold harmless **Red Hawk Golf & Resort, Designs by Megan**, their trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize **Red Hawk Golf & Resort, Designs by Megan**, their employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity. I/WE understand that if I/we do not abide by the rules & regulations, I/we will be asked to remove all merchandise and a refund will not be issued. I/We realize that if I/we cancel my/our registration, I/we will not be issued a refund.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed myself/ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20 ____.

Signature _____