

# *A Touch of Class Craft Show*

Carson Valley Inn, Shannon Ballroom  
Thursday-October 24, Friday-October 25, and Saturday-October 26

## 2024 Vendor Application and Guidelines

*A Touch of Class* is a very unique show with a great reputation! We have worked hard to establish a wide customer base. We work as a team, with central cashiers, crafts arranged by category (not in individual booths), and everything must be handmade. It is important that all vendors understand what our focus is, and are willing to work within the following guidelines:

1. Provide a detailed list of your products. Your specialties are to be the first 5 items on the your list. Additional products may be added at a later date with approval. All items MUST be handmade. \_\_\_\_\_ init
2. Perforated tags (which are provided and available at Carol's house) are to be used on all items. Your individual code and price are required on both parts of the tag. All food items are to be yellow tags (non taxable). (*Please do not take more than you think you might need*). You may not mark items "Sale or Closeout". \_\_\_\_\_ init
3. I will hold two meetings prior to the show. Both meetings will be held at the Douglas County Community/Senior Center **Meeting #1: September 25 (North Room) 6:00-8:00**— This meeting is **mandatory for all crafters and especially important if you are a new crafter!** You will show your product to other crafters, sign up for shift hours, pick up flyers, supplies, and signs, and discuss display equipment you may have available for use (please bring dimensions and/or pictures). \_\_\_\_\_ init
4. **Meeting #2: October 9 (North Room) 6:00-7:00**- Although not mandatory, this meeting is important. You will pick up schedules, finalize details of the show, including set up and tear down and answer any questions you may have. If you are unable to attend, please designate someone to pick up the information for you. \_\_\_\_\_ init
5. **All NEW crafters are required to attend a training from 5:00—6:00 on September 25.** (*then stay for the mandatory meeting*). (*ALL crafters are welcome to come to this training*). \_\_\_\_\_ init
6. You must provide one door prize from your inventory (or something you have HANDMADE) (min. \$15.00) for hourly drawings over the 3 days. \_\_\_\_\_ init
7. The event is 3 days (plus 1 day of set up) and eight hours each day. You will be required to work a total of 3-4 shifts during the 3 days. \_\_\_\_\_ init
8. Emails are sent out regularly starting in August with important information, PLEASE be sure to check your emails on a regular basis during this time and **RESPOND to let us know you received it**. Add our email to your contact list so it does not go into spam or your trash. \_\_\_\_\_ init
9. There is a wrap up meeting and to return signs **November 6 6:00-7:00 pm (South Room)**. This is not mandatory, but is recommended. You will receive your check and we will discuss successes and weaknesses of the show.

October 23 - Wednesday: Set up (you will be assigned a time to bring in your product and displays)

October 24 - Thursday: Show 10:00 am - 6:00 pm (9:00 am for Loyalty Customers)

October 25 - Friday: Show 10:00 am - 6:00 pm

October 26 - Saturday: Show 10:00 am - 6:00 pm Take down: 6:00 pm

**Cost:** \$175 per crafter plus 8% of your sales which covers bookkeeping, credit card fees, *A Touch of Class*, and a 1% donation to a local youth charity. **Fees must be paid in full with your application.** The application process will be open to the public on April 1 on a first come first served basis. \_\_\_\_\_ init

**Payment:** Mail payment to: **1931 Palomino Lane Gardnerville, NV 89410** or you can pay through PAYPAL using Carol's email address: **chill.craft55@gmail.com** and note it as a "Send to a Friend".

### **Cancellation Policy:**

\$80 refund before August 15<sup>th</sup>, \$50 refund before September 15<sup>th</sup>, no refund after September 15<sup>th</sup>. \_\_\_\_\_ init

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For additional information or questions contact me at: [atouchofclasscraftshow@gmail.com](mailto:atouchofclasscraftshow@gmail.com)  
Carol Hill—(775) 721-1328, email: [chill.craft55@gmail.com](mailto:chill.craft55@gmail.com)**

# 2024 Application

Please print clearly

**Return application with your \$175.00 fee**

*Only 30 crafters will be accepted. The first applicants will have priority to sell their products if there are duplications of products.*

Name of Applicant \_\_\_\_\_ Code: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Contact preference:     email     text     phone call

**Simple** description of products\*\*

(ex: dolls, jewelry, purses, candy, wood items, pillows, floral arrangements, wreaths, knitting, etc)

**List 5 of your FIRST CHOICE products to sell (pending approval)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Additional products I would like to add (pending approval)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\*This is not your Inventory list. Inventory lists need to be brought on Set-up day.*

**Terms:** This is a cooperative event, with strong emphasis on service and quality. It will only work if everyone works together and shares the responsibilities. *A Touch of Class* provides the location and some display equipment, advertising and mailers, Facebook coverage, website, accounting, charge card capabilities and will collect and pay all sales taxes. We are proud supporters of several local charities. **A Touch of Class cannot be held responsible for any lost or stolen items.** All of us working together will prevent this from being a problem. Checks will be cut as soon as all checks and charges clear the bank. All will share any bounced checks and/or uncollected charges equally. If there is a problem or complaint, it is your responsibility to take it to Carol Hill and every effort will be made to solve or correct it.

I have read and agree with the above terms.     I have read and initialed the previous page.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail entire application (*be sure to keep a copy for yourself*) with your **\$175 fee** to:

Carol Hill 1931 Palomino Lane Gardnerville, NV 89410

**Make Checks payable to: A Touch of Class**

**To make payment through PAYPAL:**

chill.craft55@gmail.com    "Send to Friend"

*Please be sure to mail or email your application even if you pay through PAYPAL!*

**For TOC use only:** # \_\_\_\_\_ Date Received \_\_\_\_\_  Check # \_\_\_\_\_  Paypal