

Date: June 26, 2017
To: Artists & Crafters
From: Janeen Trevillyan & Nicole Dean, Show Coordinators; Contact: connect@sedonamuseum.org

Fall Arts & Crafts Show - Vendor Registration
Saturday, October 21, 2017, 9:00 am - 3:00 pm

Please consider being a vendor at our Fall Arts & Crafts Show. The registration application is attached. This show requires that your items be handmade. No 'flea market'-type or imported items are allowed. Some antiques are acceptable; please discuss this with Janeen before your registration is confirmed. The general public will be informed of space availability in mid-September, so please send your registration in soon to secure your space.

Space fees:

\$40 = "Under cover*" space in packing shed, on a porch, or in a tent w/30" x 96" table and 2 chairs

\$30 = Bring your own tent (10'x10' max.) & table, only chairs provided

*"Under cover" spaces will be provided in the packing shed, on covered porches, and under large shade covers or pop-up tents. Electricity is available at a limited number of tables (not at tents) and on a first come/first served basis.

Photos: You MUST submit photos of your work. Show Coordinators reserve the right to accept or reject applications in order to insure good variety and quality of offerings. This is good for the show and good for the vendors. Photos of your work are also important for publicity. Upon request, we can return printed photos. Please send your photos to our street address or via email.

Confirmation: We send confirmation letters. We notify you of your status within approximately 2-4 weeks of receiving your application. If you are a late registrant, i.e., after October 1, and we have room for you, we will notify you as soon as possible. If you DO NOT receive confirmation by October 1, please call us to make sure we received your registration.

Space assignments: ...are at the discretion of Show Coordinators. The sooner we receive your application and payment, the more likely your request for space assignment, electricity, etc. can be accommodated. Please mail a printed and completed application with your payment to us. After October 1, only cash or credit card payment will be accepted. No refunds after Sept. 30.

Food: There will be a concurrent bake sale to benefit the Sedona Heritage Museum. Lunch will also be available to purchase from an on-site vendor; vegetarian selection available.

Wi-Fi access: Wi-fi access is available inside and outside and we will provide you with a password that day. Please plan a back-up way to take credit cards in case you are not able to connect.

Sales tax requirements: Meeting sales tax requirements is your responsibility.

For county & state sales tax: Call AZ Dept of Revenue License Compliance, 480-545-3532.

For City business license: Contact the City's Finance Dept. to obtain a license. A temporary license for this event is \$7. Full details are on the City's website.

We do provide a list of vendors to the State and City if requested. If you are unfamiliar with sales tax & business license issues, we recommend you investigate promptly.

If you have any questions about the show or facilities, please call us at 928-282-7038. We look forward to a great show!

**Sedona Heritage Museum
Fall Arts & Crafts Show—Vendor Registration Form, (October 21, 2017)**

Vendor _____ Phone # _____

Mailing Address: _____ City _____ Zip: _____

E-Mail: _____ Electricity Needed: _____ (Y/N)

__ \$40 = Shed, porch, or tent space w/30" x 96" table & 2 chairs. Paid Check: ___ / Cash: ___
(If you do NOT need a table, please note below so we don't pay to rent one for you. THX!)
Space is limited and usually only the table top space is available for your displays so plan accordingly.

__ \$30 = Bringing my own tent & table, chairs provided by SHM Paid Check: ___ / Cash: ___

I have sent photos of my work via _____ US Post Office, or _____ Email.
I give permission for the Sedona Heritage Museum to use these photos for publicity.
I agree to all the information contained in Vendor Registration letter & this form.
I agree to not pack my booth or depart the show until after 3:00 p.m. the day of the show.

(Please sign & date)

Brief Description of items for sale & price range (for PR)

Any other special requests, i.e., space for display panels (this is very limited and on a first come/first served basis), other:

Please print this application and return w/payment to:
Sedona Heritage Museum, 735 Jordan Rd., Sedona, AZ 86336

Paid reservations due by October 2, 2017

For Office Use only: Check # & Amount: _____ Date Rec'd: _____ Name on Check: _____