

Washoe County School District  
McQueen Craft Faire  
Return to Boosters Mailbox  
Reno, Nevada 89533

# MCQUEEN *Student* CRAFT FAIRE

## OCTOBER 20-21, 2018

McQueen Craft Faire Bulletin Issue #2 Published Annually  
McQueen Craft Faire  
Submit to Booster Mail Box  
Reno, Nevada 89533



Robert McQueen High School  
1st Annual McQueen *Student* Craft Faire  
October 21 & 22, 2018  
Faire rules, regulations and application

Dear Artisan:

The McQueen High School Boosters Guild invites you to submit the enclosed application for the McQueen Student Craft Faire to be held October 20-21, 2018. Saturday hours are 10:00am – 5:00pm and Sunday hours are 10:00am- 4:00pm. A Student is defined as anyone age 12-18 (or 19 and a graduate in 2018) and attends a school in Washoe County.

**It is very important to read this entire packet completely. Receiving this application DOES NOT indicate automatic acceptance in to the show.**

#### **JURYING**

Artisan's products are juried on 3 points: originality, quality of workmanship, and your booth display. We carefully examine photos of raw materials and of the artisan making their product. Since the Jury screens, scores, and accepts or rejects based on your photos, it is crucial to follow the "Photos Required" section below. **It is imperative to provide a valid email address for all correspondence since this will be how you will be notified regarding acceptance.** Decisions by the Jury are final.

#### **PHOTOS REQUIRED**

You will not be juried or accepted without these. Please submit at least 6 clear, close-up photos which show:

- 1) **Raw Materials:** patterns, fabrics, piles of wood, paints, beads, wire, metal, or whatever you use in your creations
- 2) **Process of Making Your Product:** please include raw materials, several stages of your production and the finished product, along with full body shots to verify that you are doing the work
- 3) **Work Space:** we want to see your work space, even if it's the kitchen, living room, etc. Messy is okay
- 4) **Finished Product(s):** please include a photo sampling of items you will have in your exhibit
- 5) **Booth Setup:** we want to see your booth presentation

#### **INELIGIBLE ITEMS**

The following items are **NOT** eligible for sale as arts and crafts items in the McQueen Craft Faire;

- Commercially manufactured items that are not significantly altered; a piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting Artisan's skills; alteration and enhancement by the Artisan and handcrafted components must dominate the commercial components
- Mass produced items
- Resale items
- Kits
- Drug paraphernalia, weapons, including but not limited to, guns, knives, swords, bows and arrows

## **VERIFICATION DURING THE SHOW**

We inspect for items NOT officially juried into the show and/or buy-sell items. We keep your photos so the committee can compare them to actual product in your booth. Exhibitors with items that are “buy-sell” or deemed unacceptable will be asked to remove them from your booth. If the problem isn’t corrected, that Artisan will be asked to leave the Craft Faire and no refund will be granted. Photos will not be returned.

Exhibitors may only exhibit work represented by their photos for the category(s) in which they were accepted. Exhibitors must be present in their booth throughout the Craft Faire, apart from breaks.

## **IMPORTANT INFORMATION**

**PRICES:** There is a \$10.00 (Check or money order) **non-refundable** fee that must accompany your application. If you are accepted into the show the \$10 will be applied toward your balance of \$30. If you are not accepted your \$10 **will not** be returned. Returned checks will be assessed a \$25 fee and you will be required to pay via money order for future shows.

**BOOTH LOCATIONS:** Your booth will be assigned by the Craft Faire Committee. Location will be Hallway 200.

**ACCEPTANCE PACKETS:** Exhibitors accepted will receive a notification packet via email from mcqueencraftfaire@yahoo.com. The packet provides detailed information regarding Booth assignment, unloading times, instructions, etc. If accepted, the remainder of your fees (\$20) can be paid via check, money order, cashier’s check, or PayPal (there will be nominal fee if using PayPal). Information will be in your acceptance packet. All application fees must still be in a check, money order, or cashier’s check forms and must accompany this application.

**ADVERTISING:** Exhibitors are responsible to advertise in your sphere of influence. You can make your own flyers or postcards or use ours. We encourage you to use your influence to encourage people to view our Facebook page and Instagram. The Booster Guild sends out PSAs, flyers and postcards, and also publishes through advertising media, such as local newspapers, radio stations, and organizations. Advertise as much as you can and we are committed to do the same.

**BOOTH SET-UP:** Exhibitors must provide their own booth set-up as well as tables, chairs, floor-length table coverings or tablecloths, backdrops, etc.

**CHECK-IN/OUT:** In order to reduce disruption to the main Craft Faire on Saturday, Student Exhibitors may check in **on Friday, October 19, 2018 @ 3pm and must be done by 5pm.** Friday evening is Adults only so all students must exit the building by 5pm. Your booth will be secure and the area will be blocked off. We do suggest covering your booth with a tarp. Alternatively, you may set up your booth on Saturday as early as 8:30am or finalize any set up. The Craft Faire will begin promptly at 10am. You may begin taking down your booth at the close of the Faire on Sunday at 4pm.

**PARKING:** **ALL** exhibitors **MUST** park in the lower lot to leave room for customers. License plate numbers are entered on your application and noted for security.

**NO EARLY BREAKDOWN:** Anyone found breaking down before 4:00pm on Sunday will forfeit their spot for 2018. The only exceptions are given to the Courtyard during inclement weather and will be determined by the STAFF only.

**UNLOADING/LOADING HELP:** McQueen Students may be available during regular school hours on Friday to assist in unloading Artisans and again on Sunday afternoon after closing. They are supervised by parent volunteers and/or Staff.

**RAFFLE:** Exhibitors are requested to donate a raffle item to the show; a donation slip is provided in your Check-In packet.

**INCLEMENT WEATHER:** There is NO rain date and refunds will not be given for weather-related issues. Please come prepared if assigned to the Courtyard. October days can range from windy, cold and/or rainy to extremely hot. Check the weather forecast that week and come prepared.

**CHILDREN/ANIMALS:** Children under the age of 12 years and/or animals are NOT allowed in the booth. **No Student Crafters are allowed, even as a helper, on Friday evening. Friday evening is designated for ADULTS ONLY.** Service animals MUST have papers submitted at Check-In.

**SECURITY:** The show is completely inside the school. It will be locked at night, but we do not assume any responsibility for your product. Please remove items of high value at night.

**A SMALL THANK YOU:** A hospitality area is provided for Exhibitors Saturday and Sunday mornings from 8:30am – 9:30am, which is located in the Teachers/Faculty Lounge in the rear of the Cafeteria. Please come and enjoy coffee, tea, bagels and/or donuts. During the operating hours, food and drink are available for purchase in the Cafeteria by the Student Food Groups and Food Trucks may be available as well. These students will be assigned designated areas to visit your booth(s) and take your orders. Volunteers are available to watch your space if you are in need of a quick break.

# McQueen Craft Faire Application

Read the packet thoroughly BEFORE submitting. You will not be juried unless ALL requested items are received.

My \$10.00 non-refundable application fee is enclosed

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**PLEASE CIRCLE YOUR CATEFGORIES:**

Candles	Glass	Scents & Oils
Ceramics	Jewelry/Metal & Non-metal	Soap
Children's Items	Leather	Soft Sculpt/Dolls & Animals
Clothing	Mixed Media	Sculpture
Drawings/Graphics	Painting	Wearable Art
Dried Floral/Floral Art	Paper	Wood
Fiber Arts/non-wearable	Photography	Yard Art
Other (describe in detail): _____		

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Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

Telephone (Cell) \_\_\_\_\_

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

Website: \_\_\_\_\_

Car License Plate # \_\_\_\_\_ 2<sup>nd</sup> Car License Plate # \_\_\_\_\_

If sharing a space, with whom? \_\_\_\_\_

Product Description: please list ALL items you will present at the McQueen Craft Faire;  
complete pictures must be submitted for each category (see Photos Required for details): \_\_\_\_\_

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## McQueen Craft Faire Application (cont.)

### REFUNDS

Unfortunately, no refunds will be given

### YOUR APPLICATION MUST INCLUDE:

- 1) A completed and signed application form acknowledging that the rules have been read and understood
- 2) Required photos
- 3) Check, Money Order, or Cashier's Check payable to "McQueen Boosters Guild" for \$10.00. This fee is required and non-refundable, but will be applied toward your total fee of \$40, IF accepted. If you are not accepted, the money is forfeited. Those accepted will receive notification via email. It will contain your booth space assignment and an invoice for the remainder of your booth fees, \$20 which **must be paid by October 5th, 2018.**

By signing below, Exhibitor acknowledges they have read and understand the policies, procedures, and fees contained herein.

Exhibitor Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Exhibitor Name(s) PRINTED \_\_\_\_\_

For Craft Faire information [mcqueencraftfaire@gmail.com](mailto:mcqueencraftfaire@gmail.com)  
[www.facebook.com/McQueenCraftFaire](https://www.facebook.com/McQueenCraftFaire)

Mailing Address:

McQueen Craft Faire, Reno, Nevada 89533

Please submit application to Boosters Mail Box located in main school offices