

Midwest Fiber and Folk Art Fair Windy City Knitting Guild Vendor Guidelines and Rules

The following guidelines and rules were written to ensure that we run an efficient, organized, and profitable show for everyone. This is the first time our guild has taken on an event of this nature and we hope it will be successful for everyone involved. As always, we are open to suggestions and comments.

You must be a member of the Windy City Knitting Guild to participate as a vendor in the show. The show will take place at the McHenry County College Campus in Crystal Lake, IL. We have our own space for sales. Since it is a single booth space, we will be grouping like items for display purposes. Display grids, clothing hangers, hooks, shelves, baskets and table space will be available. We will also have other display items to be used if needed.

Applications must be submitted by the due date of **June 30, 2008** in order to participate in the show. We will send confirmation upon receipt of your application.

Payment for items sold at the show will be paid based on the sales receipts and price tags received at the cashier station. You will receive a check for all sales (mailed out by July 25, 2008). Windy City Designs, Inc. (WCD) will collect sales tax for all sales and forward it to the Illinois Department of Revenue. All sales must be conducted at the cashier station.

We will be accepting cash, checks and credit cards (Visa, Mastercard and Discover).

WCD will provide shopping bags and tissue paper at the cashier station for purchases. Any special or additional packaging must be provided by the artist.

All sales will be tallied and computed after the show ends on Sunday.

Items for sale must be made or designed by the member. Kits which include either your handspun/hand dyed yarn or a pattern you have written are welcome. Commercially produced items are not acceptable.

Each item must have a price tag provided by WCD securely attached. You may have your own tags in addition to the price tag. These tags can contain your name, contact information, fiber content and care instructions. Only items with a price tag correctly completed and attached will be sold. WCD will provide the price tags. Both portions of the price tag need to be completed. The cashier will remove the lower portion of the tag once the item is purchased.

Price tags must have the following information printed clearly in black or blue ink:

- ❖ Your three initials plus the inventory number (see next item).

❖ Inventory number – each item must have its own number. The items must be numbered uniquely (i.e., if you have fifty identical items, they need to each have a unique number). Using a duplicate item number will slow the balancing and payment process.

❖ Price – round off in \$0.25 increments. Please do not use prices such as \$48.99.

We are still awaiting final confirmation on the check in time from the show organizer. It will most likely be on Friday morning. You have the option of dropping your inventory and inventory list prior to Tuesday, July 15th. If you choose to drop your inventory off prior to the show, please place all inventory items into plastic bins with lids. You should keep a copy of your inventory list for your records. Please make sure this list is accurate. It will be used as the basis for verifying payment to you for the items sold. Set up must be complete before the show opens.

Tear down will begin after the show closes on Sunday AND after the last customer has left the sales area.

We will have a Uhaul truck on the grounds for overnight security. To make it easier to lock thing up at night, please bring your inventory in plastic bins with lids or suitcases on wheels.

The above guidelines must be understood and adhered to for you to participate in the show. Thank you in advance for cooperation and hard work. Please contact me if you have any questions, comments or suggestions. We can't do this without all of you!