



2900 Mountain Road
Glen Allen, VA, 23060

CRAFTER

Christmas at The Inn Arts and Craft Show
November 25 – November 30, 2022
Artist and Crafter Application

Crafter Name: _____

Business Name: _____

Email Address: _____ Website: _____

Instagram @handle: _____ Facebook Link: _____

Cell Phone Number: _____ Home Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

Last Year's Account Number: _____

Please attach 3 pictures of the items you wish to submit:

Please check the Category of items you plan to enter in the show:

- Apparel _____
- Art Work _____
- Baked Goods _____
- Children's Items _____
- Cutting Boards _____
- Games _____
- Home Décor _____
- Jewelry _____
- Ornaments _____
- Photography _____
- Pickles, Preserves and Sauces _____
- Pottery _____
- Quilting _____
- Seasonal Décor _____
- Soaps _____
- Soups _____
- Stained Glass _____
- Stationery and paper items _____
- Toys _____
- Wood Crafts _____
- Wreaths _____
- Other _____

- Description of your crafts for each area

Parlor- elegant _____
Dining Room – Victorian _____
Women’s Room – Jewelry _____
Children’s Room- _____
Pet Shop _____
Art Gallery _____
Sports Arena _____
Stocking Stuffers - _____
Bake Shop _____
Library _____
Kitchen _____
Other theme ideas _____

Description of Displays or Organization items including measurements that you will use during the show?

Baskets will be raffled off each day to benefit our selected Nonprofit school. We appreciate your support to this cause. What would you be willing to include in the gift basket for NorthStar Academy?

Brief Biography (for event promotion) and a description of your business

Christmas at The Inn Calendar and Schedule

Because of the unique style of our Craft Show, we schedule our Crafters to work and contribute to the overall event success as much as possible. Our customers love meeting the crafters that make homemade items!

All crafts should be sorted by like items in disposable bags and boxes. 30% of sale items should be dropped off at the beginning of the set-up period. Restocking will occur before and after shifts when customers have left the building. *More details to come.*

Tuesday Nov 22	Item Drop off / Staging	10 a.m.	5 pm.	
Wed. Nov. 23	Item Drop off / Staging	10 a.m.	5 p.m.	
Thursday Nov. 24	CLOSED THANKSGIVING			
Friday, Nov. 25	Black Friday	12:00-4:00 p.m.	4:00-8:00 p.m.	
Sat. Nov. 26	Small Business Sat.	10:00-1:30 p.m.	1:30-4:30 p.m.	4:30 p.m.-8:00 p.m.
Sun. Nov. 27	Artists Shopping	12:00-3:00 p.m.	3:00- 6:00 p.m.	
Monday, Nov. 28	Grannies at the Inn a.m./ Cyber Monday	10 a.m. to 1:30 p.m.	1:30-4:30 p.m.	4:30 p.m.-8:00 p.m.
Tuesday, Nov. 29	Grannies at the Inn a.m./Giving Tuesday	10 a.m. to 1:30 p.m.	1:30-4:30 p.m.	4:30 p.m.-8:00 p.m.
Wed, Nov. 30	Grannies at the Inn a.m./ Last Day of show	10 a.m. to 2:00 p.m.		
Wed. Nov. 30	Show/ Teardown	3:00 p.m. to 5 p.m.		

***This year we are having our special Granny's shopping days Mon, Tues, and Wednesday after the weekend. Some people may have traveled out of town for Thanksgiving, and they will also be able to visit the show upon their return Monday and Tuesday. We have Senior Living Homes that will be visiting us for Granny's days.**

Dates & Working Hours:

I am available to work:

- Mornings_____
- Afternoons_____
- Evenings_____
- Weekends_____

My preferred work area is:

- Downstairs_____
- Upstairs _____
- Outside _____
- Outdoor Coffee Station _____
- I will work anywhere I am needed

I would like to participate but will not be present during the show _____

Each crafter will sign in and out with the Administrator at the show and get shift assignment. Each item must be labeled with a provided account number and a unique item number. Items with missing tags will not be sold. Taxes are the responsibility of the crafter. Payment to the crafter will be mailed approximately fifteen business days after the close of the show. A customer ordering an item thorough this show is subject to the same commission rate and needs to be paid for during the show.

Terms and Conditions

_____ initial I agree that the staff and management of The Virginia Cliffe Inn will make the decision regarding the items that are suitable for this sale at this event.

_____ initial All items considered for the craft show must be handmade or have a handmade addition to them.

_____ initial A \$50 registration fee is required to enter the show and is nonrefundable.

_____ initial the crafters will receive a percentage of sales 70, 75 or 80% of the sale price that is collected through the cashiering system based on the number of hours worked at the Christmas At The Inn show as shown below:

Over 19.5 hours	80%
10-19.5 hours	75%
Less than 10 hours	70%

I request permission to sell at Christmas At The Virginia Cliffe Inn November 25-- November 30, 2022. I have read and understand the Crafter Guidelines and agree to the terms and conditions outlined therein.

_____ initial I agree to adhere to the rules and regulations. Further, I shall indemnify, keep and hold harmless The Virginia Cliffe Inn from any and all claims and demands, whether for injuries to person, or loss of life, or damage to property, on or off the premises, arising out of thee use or occupancy of the premises by vendor and shall defend at vendor's own expense any action brought against The Virginia Cliffe In or its agents or employees as a result of the Vendor's acts or omissions .

I understand that it is recommend that I carry my own general liability and product liability insurance, as the Inn does not provide this coverage. Participation in the Christmas At The Inn Craft Show by the above-named business without adequate or proper insurance is at the business owner's own risk.

Please send your \$50.00 registration fee to PayPal- jclifton@vacliffeinn.com

or mail your registration fee of \$50.00 to:

The Virginia Cliffe Inn

2900 Mountain Road

Glen Allen, VA 23060

MADE PAYABLE TO THE VIRGINIA CLIFFE INN. Payment is non-refundable.

Signature of Applicant

Printed Name

Date