



## **Christmas at The Inn Craft Fair Policies**

### **APPLICATION AND PAYMENT**

1. Complete the online application form found at <https://vacliffeinn.com/crafters/> and submit it and attach photos. Approval to participate is based on the selection of items we would like to include in the show and a first come basis. We give priority to new and unique items.
2. You will be notified if your application is accepted and will be emailed the rest of the application.
3. When you receive your registration number and account number submit your application and \$50 registration to The Virginia Cliffe Inn, 2900 Mountain Road, Glen Allen, VA. 23060 or to PayPal, JClifton@vacliffeinn.com. The \$50 fee enables us to start our advertising campaign

### **SHOW HOURS, WORK SCHEDULE AND COMMISSIONS**

4. Our show is unique in that items are intermingled throughout The Virginia Cliffe Inn. This allows for a customer enhanced experience of shopping with one central cashier.
5. Your show commission is based on the actual number of shifts you participate in during the show. Please indicate on your application the number of shifts you plan to work during the show. We will contact you in September/October to arrange the schedule.
6. The Virginia Cliffe Inn has many expenses related to this show and Inn's portion of the sales percentage helps to cover several administration costs including enhanced Wi-Fi,

marketing, computer programming, customer bags, parking staffing, the credit card processing fees from customers sales.

7. We are so excited to have you join us. You will have a name tag when you arrive to work and will be assigned a work area. Check in with the administrator in the show office and check out of your shift.

**Show Dates & Shift Hours:**

Friday, Nov. 24	Black Friday	10:00-2:30 p.m.	2:30-7:00 p.m.	
Sat. Nov. 25	Small Business Sat.	10:00-2:30 p.m.	2:30-7:00 p.m.	
Sun. Nov. 26	Artists Shopping	10:00-2:30 p.m.	2:30-7:00 p.m.	
Monday, Nov. 27	Seniors 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	Seniors at the Inn a.m./Giving Tuesday/Last Chance Shopping	10:00-2:30 p.m..	2:30-7:00 p.m.	

8. The Show opens on Friday, November 24, 2023, and runs until Tuesday November 28<sup>th</sup>. We do have some designated shopping times for our seniors. They can attend the show free of charge. We will offer free VIP passes to be used by our community officials, business partners, public officials, press and special guests. Let us know if you have a connection that deserves a VIP ticket. The show will be open on Monday night, Nov. 27<sup>th</sup> for late shoppers and some special festive activities.

**SECURITY**

9. The Virginia Cliffe Inn cannot be held liable for any loss of product. We encourage crafters to be present as much as possible during the show. We make every effort to ensure staffing for work areas. Please stay in your assigned area during the show. Small jewelry is always a concern so please secure your jewelry items in a way that theft is less likely. Do not attach jewelry to a display item that needs to be removed by the cashier. They do not have time or the responsibility to remove items from a display board.

10. Do not remove **ANYTHING** from the show that is not your property. Even if a crafter or

participant indicates that an item is “free” or can be taken, do not take the product. It is important that any giveaway happen outside of this show.

## **MARKETING**

11. Please help us market the show! Please add the event to your social media channels, tell your customers you are participating. Pick up postcards to mail, post it at your church, grocery store and the groups you are a member of. Remember our show supports a wonderful non-profit and most places will post events for non-profits.

12. We do ask you as a participant in the show to contribute an item to be placed in our raffle baskets. Each day we create a raffle basket, for customers to win by purchasing \$5 raffle tickets to enter the drawing. All these funds go to our non-profit organization. This year we are partnering with NorthStar Academy which works with special needs students. We also support and The Henrico Christmas Mother.

13. Again this year we will have reserved shopping time tickets available on each ticket purchase. The cost of the tickets is \$5 each, helping to support our chosen non-profit and the cost of running the show. Tickets will also be available at the door. Our Previous shoppers have provided outstanding reviews of the timed ticket shopping experience with managed crowd control. Crafters and Vendors do not need to purchase a ticket, checking in through the office will allow you entry into the show.

## **INVENTORY LIST**

14. This year we are using an inventory and ticketing system which we are excited about. It is called MySaleManager.Net You will be able to key in your inventory and print your tags at your convenience. Once you are registered as a crafter you will receive more information.

## **DROP OFF AND DISPLAY**

15. Pack your items: like items together, ornaments, jewelry, kitchen items in disposable boxes. We are not able to store or return your tubs. This year we will schedule the delivery time for each crafter.

### **FOOD AND FUN**

16. We know this will be a fun experience for you. It is why we continue the show each year. Our customers love meeting our crafters. A food truck will be on site for you to purchase meals.