



2900 Mountain Road
Glen Allen, VA, 23060

CRAFTER
Christmas at The Inn Arts and Craft Show
November 24 – November 28, 2023
Artist and Crafter Interest 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 _____

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 of 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.*

Sunday Nov 19	Display Drop off	10 a.m.	3 p.m.	
Monday Nov 20	Item Drop off /	10 a.m.	4 p.m.	
Tues. Nov. 21	Staging	VCI staff	VCI staff	
Wed. Nov. 22	Staging	VCI staff	VCI staff	
Thursday Nov. 23	CLOSED THANKSGIVING			

Friday, Nov. 24	Black Friday	10 a.m. - 6 p.m.		
Sat. Nov. 25	Small Business Sat.	10 a.m. - 6 p.m.		
Sun. Nov. 26	Artists Shopping	10 a.m. - 6 p.m.		
Monday, Nov. 27	Senior at the Inn a.m./ Cyber Monday	10 a.m. - 5 p.m.	Celebration!	5 p.m. - 9 p.m.
Tuesday, Nov. 28	Seniors at the Inn a.m./Giving Tuesday	10 a.m. - 6 p.m.	Last Chance Day	

***This year we are having our special Senior shopping days on Monday and Tuesday 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 Senior days.**

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 **I agree that I am responsible for all taxes associated with my sales**

_____ initial **I agree to work at least 2 shifts during the craft sale.**

_____ initial **I understand that items not approved may not be displayed for sale**

_____ initial **If approved to participate 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:**

4 shifts/ app. 16 hrs.	80%
3 shifts/ app. 12 hrs.	75%
2 shifts / 8 hrs.	70%