



OVERVIEW

Chapter Booths at TACA's Fall Craft Fair

TACA is pleased to once again offer a venue for members to exhibit in a CHAPTER BOOTH at the upcoming TACA Fall Craft Fair. Any TACA member whose work meets the criteria outlined in the Exhibitor Eligibility, and who are *not* juried exhibitors in the Fair may exhibit. Chapters may impose additional criteria if necessary, in order to meet the needs of the Chapter. Booths must have no fewer than five (5) exhibitors.

TACA and the Fair Committee appreciate the opportunity to provide a market for TACA members with limited inventory and for those emerging artists making their initial introduction to the retail crafts market. Our goal is to provide a positive and practical experience for all participants, offering a "non-juried" group setting and adding a valuable and interesting addition to the Craft Fair marketplace.

PRICING INFORMATION

Exhibitor Fees:

- \$25 booth fee per exhibitor, up to \$250 per Chapter. (Checks are made payable to the Chapter)
- 20% commission on all sales
- 9.25% sales tax collected on all sales.

DEADLINES

| | |
|--------------|---|
| August 01 | Notification to TACA office of Chapter Participation & Selection of Coordinator |
| August 22 | Exhibitor Entry Forms to Chapter Coordinator |
| September 05 | Copies of Exhibitor Entry Forms & chapter check for booth fee to TACA office |
| October 08 | Sales Report, evaluation and booth summary to TACA |



FAIR INFORMATION SHEET

Fair Hours: 10am to 6pm Friday and Saturday. 10 am to 5pm on Sunday
CENTRAL STANDARD TIME

Check-In & Set up:

10 am -1 pm Thursday at the Information Tent
*Fair area is closed to exhibitors from 8pm Thursday to 7am
Friday.*

Set-up/Breakdown:

No set up is allowed during show hours. ALL VEHICLES MUST BE REMOVED FROM FAIR INTERIOR BY 9AM EACH DAY—no vehicles are allowed in the show area during show hours. Exhibitors should be ready and in their booths by 9:30 am. No exhibitor may begin the break-down process before close of show each day.

Security:

TACA provides 24-hour security, beginning Thursday evening and ending Sunday evening around 6pm. City ordinance prohibits any alcoholic beverages from being brought into or consumed in the park.

Parking:

Parking will be available **ONLY** in designated exhibitor parking areas. NO PARKING of any vehicles or trailers is allowed within the center of the Fair. Vehicles used for unloading must be removed by 9am each day.

Accommodations:

TACA has reserved a limited number of rooms at hotel/motels in the Greater Nashville area. For a complete listing of lodging options, please visit www.tennesseearts.org. For a complete list of area hotels and motels in Nashville, visit www.nashvillecvb.com.

All work displayed must be original work executed by the artist. Do not bring items to the Fair for sale that are not of the medium in which you were accepted, including all non-craft items such as books, food products, etc. Do not bring any work which conflicts with eligibility requirements, including any commercially-produced objects or prints, etc. Exhibitors who bring unacceptable items will be asked to remove them from the display. The sale of seconds or advertising of "close-out sales" or specially marked down items is considered inappropriate.

Compliance with these policies will be taken into consideration when offering invitations to future shows



CHAPTER PARTICIPATION

A Chapter Booth Coordinator will be appointed by the Chapter President and will be working with the TACA Member Services Coordinator to ensure and oversee the successful completion of each of the tasks listed below. Chapters should have the name of selected Booth Coordinator to Member Services Coordinator **no later than August 1st**.

Responsibilities of Chapter Coordinator include:

1. Securing a minimum of five (5) exhibitors (all must hold current TACA membership).
2. Disseminating and providing relevant information to all members in the region.
3. Providing all needed display equipment and preparations for difficult weather.
4. Collect any fees and completed and signed entry form from exhibitor and sending a **copy of entry form** for each exhibitor and the **booth fee** for the chapter (\$25 per person, up to \$250 per chapter) to the TACA office by established deadline.
5. Ensure work selected falls within the established criteria.
6. Determining methods of collection, transportation, display and return of work exhibited.
7. Securing staffing for booth including set-up, breakdown and sales.
8. Bringing cash boxes with change.
9. Handling sales at booth, payment of sales tax and reimbursement of exhibitors afterward.
10. Reconciling of sales and cash to sales receipts, and participants inventory list.
11. Complete **Chapter Booth Summary and Evaluation Form** and return it to the TACA office at:

PO BOX 120066
Nashville, TN
37212

TACA will provide the following to participating Chapters:

1. Standard entry form with eligibility requirements to distribute to all participating members, along with sample notification forms.
2. Sample Inventory/Sales Report
3. 20' x 10' booth space in centrally-located tent. Booth assignments within tent will rotate annually. All work displayed must fit within the allotted booth space.
4. Signage on outside of tent, as well as a standard booth signs for exhibitors.
5. Promotion of Chapter booths in printed fair program.
6. Name tags for Chapter Booth Exhibitors.
7. Receipt books for sales and a Tennessee state sales tax chart. **Chapters will be responsible for paying sales tax collected from their sales to the State Department of Revenue on-site Sunday afternoon.**
8. 24-hour security from 7pm Thursday through 6pm Sunday.



EXHIBITOR ELIGIBILITY

All work exhibited must meet the following criteria:

1. Exhibitors must be a current TACA member.
2. Crafts only, traditional or contemporary, in the usual craft media: wood, clay, fiber, textiles, glass, metals, jewelry, mixed media. Photography and printmaking are acceptable, however only prints and photos fully produced by the artist may be exhibited. Photographs should exhibit an original and artistic approach.
3. All work must be original and made by the exhibitor. Work should show imagination, the mark of individuality and should represent the "best effort" of the individual artist. Any commercial embellishments must be subordinate to the handcrafted work.
4. All work exhibited must be available for sale. Displays of work not intended for sale, but for purposes of receiving orders for work to be delivered at a later date will not be permitted.

Not eligible are:

1. Photographs or prints not fully executed by the artist.
2. Commercially produced or digitally produced works.
3. Commercially molded ceramics, sculpture or jewelry.
4. Items made from kits, commercial patterns or molds, or assembled from pre-manufactured components.
5. Work made from copyrighted designs not owned by the craftsperson.
6. Paintings on china, paper, canvas or wood.
7. Decoupage.

TACA staff, along with the Fair Committee, reserves the right to request removal of any exhibited work not meeting the guidelines for eligibility.

LIABILITY

All exhibitors agree not to hold liable TACA, the Craft Fair Committee, Metro Board of Parks, City of Nashville, and any and all representatives of the above listed entities for any injury, damage, theft or loss of members' work, display materials or personal property during the tenure of the TACA Fall Craft Fair, or during transport to or from the TACA Fall Craft Fair. Exhibitors agree not to hold the above listed liable for loss or injury caused by products sold or exhibited by participants of this show directly or through warranty expressed or implied. Insurance of such loss or damages shall be the sole responsibility of each exhibitor at their own cost.

Your signature on the application form constitutes your agreement to these terms.



EXHIBITOR ENTRY FORM

Chapter Booth – TACA Fall Craft Fair

Yes, I am interested in exhibiting my work in my chapter's group booth at the TACA Fall Craft Fair.

Chapter Name _____ **TACA Fair 20** _____

Member Name _____

Address _____

City/State _____ **ZIP** _____

Chapter _____ **Phone** _____

E-mail _____

Brief description of Craft Medium _____

Enclosed: _____ \$25 booth fee (Checks made **payable to the Chapter**)
_____ 3-5 () Slides or () Photographs of the work I intend to Exhibit (if Chapter requires)

I have read, understand and accept the policies as outlined for participation in the booth for my chapter at the TACA Fall Craft Fair. My signature below constitutes my agreement and acceptance of these policies.

_____ Date _____

Mail completed entry form, slides/photographs, and booth fee check to your chapter prior to the August 20th deadline.



Sample Exhibitor Notification Forms

Dear _____,

Congratulations! Your entry for the _____ chapter booth at the TACA Fall Craft Fair was found to meet the guidelines set forth for eligibility. We will be in touch with you shortly to begin planning your chapter's participation in the TACA Fall Craft Fair.

Thank you for your support and participation.

Chapter Coordinator _____

Date _____

----- or -----

Dear _____,

The entry you submitted for the _____ chapter booth at the TACA Fall Craft Fair did not meet the eligibility guidelines. We wish you the best of luck in your endeavors and encourage you to apply again in the future.

Entry failed to comply with guidelines:

Thank you for your entry.

Chapter Coordinator _____

Date _____



SALES REPORT – Daily Totals

Chapter Booth at TACA's Fall Craft Fair

Chapter Booth Coordinator: These are guidelines to use *DAILY* to reconcile each day's sales and receipts!

Amount \$ Collected – FRIDAY

| | | | |
|--|---------------------|--------------------------|------------|
| 1. CURRENCY: | \$100 bills # _____ | = \$ _____ | |
| 2. | \$50 bills # _____ | = \$ _____ | |
| 3. | \$20 bills # _____ | = \$ _____ | |
| 4. | \$10 bills # _____ | = \$ _____ | |
| 5. | \$5 bills # _____ | = \$ _____ | |
| 6. | \$1 bills # _____ | = \$ _____ | |
| 7. TOTAL CURRENCY: | | | = \$ _____ |
| 8. COINS: | \$0.50 # _____ | = \$ _____ | |
| 9. | \$0.25 # _____ | = \$ _____ | |
| 10. | \$0.10 # _____ | = \$ _____ | |
| 11. | \$0.05 # _____ | = \$ _____ | |
| 12. | \$0.01 # _____ | = \$ _____ | |
| 13. TOTAL COIN: | | | = \$ _____ |
| 14. CHECKS: | # of checks _____ | TOTAL CHECKS = \$ _____ | |
| 15. CREDIT CARD SALES: | | TOTAL CHARGED = \$ _____ | |
| 16. FRIDAY TOTAL in sales + tax (#7 + #13 + #14 + #15) | | | = \$ _____ |

Should equal #1, 3rd column on 3-day Sales Report

Amount \$ Collected – SATURDAY

| | | | |
|--|---------------------|--------------------------|------------|
| 1. CURRENCY: | \$100 bills # _____ | = \$ _____ | |
| 2. | \$50 bills # _____ | = \$ _____ | |
| 3. | \$20 bills # _____ | = \$ _____ | |
| 4. | \$10 bills # _____ | = \$ _____ | |
| 5. | \$5 bills # _____ | = \$ _____ | |
| 6. | \$1 bills # _____ | = \$ _____ | |
| 7. TOTAL CURRENCY: | | | = \$ _____ |
| 8. COINS: | \$0.50 # _____ | = \$ _____ | |
| 9. | \$0.25 # _____ | = \$ _____ | |
| 10. | \$0.10 # _____ | = \$ _____ | |
| 11. | \$0.05 # _____ | = \$ _____ | |
| 12. | \$0.01 # _____ | = \$ _____ | |
| 13. TOTAL COIN: | | | = \$ _____ |
| 14. CHECKS: | # of checks _____ | TOTAL CHECKS = \$ _____ | |
| 15. CREDIT CARD SALES: | | TOTAL CHARGED = \$ _____ | |
| 16. SATURDAY TOTAL in sales + tax (#7 + #13 + #14 + #15) | | | = \$ _____ |

Should equal #2, 3rd column on 3-day Sales Report

Amount \$ Collected – SUNDAY

| | | | |
|--|---------------------|--------------------------|------------|
| 1. CURRENCY: | \$100 bills # _____ | = \$ _____ | |
| 2. | \$50 bills # _____ | = \$ _____ | |
| 3. | \$20 bills # _____ | = \$ _____ | |
| 4. | \$10 bills # _____ | = \$ _____ | |
| 5. | \$5 bills # _____ | = \$ _____ | |
| 6. | \$1 bills # _____ | = \$ _____ | |
| 7. TOTAL CURRENCY: | | | = \$ _____ |
| 8. COINS: | \$0.50 # _____ | = \$ _____ | |
| 9. | \$0.25 # _____ | = \$ _____ | |
| 10. | \$0.10 # _____ | = \$ _____ | |
| 11. | \$0.05 # _____ | = \$ _____ | |
| 12. | \$0.01 # _____ | = \$ _____ | |
| 13. TOTAL COIN: | | | = \$ _____ |
| 14. CHECKS: | # of checks _____ | TOTAL CHECKS = \$ _____ | |
| 15. CREDIT CARD SALES: | | TOTAL CHARGED = \$ _____ | |
| 16. SUNDAY TOTAL in sales + tax (#7 + #13 + #14 + #15) | | | = \$ _____ |

Should equal #3, 3rd column on 3-day Sales Report



SALES REPORT – 3-Day Totals

Chapter Booth at TACA's Fall Craft Fair

Chapter Booth Coordinator: These are guidelines for keeping track of sales in the booth.

We recommend your use this DAILY to reconcile each day's sales and receipts.

Amount Sold:

CHAPTER: _____

- 1. FRIDAY: SALES \$ _____ TAX \$ _____ DAILY TOTAL \$ _____
- 2. SATURDAY: SALES \$ _____ TAX \$ _____ DAILY TOTAL \$ _____
- 3. SUNDAY: SALES \$ _____ TAX \$ _____ DAILY TOTAL \$ _____
- 4. SHOW TOTALS: \$ _____ \$ _____ \$ _____

Amount \$ Collected – (3 day totals):

- 5. CURRENCY: \$100 bills # _____ = \$ _____
- 6. \$50 bills # _____ = \$ _____
- 7. \$20 bills # _____ = \$ _____
- 8. \$10 bills # _____ = \$ _____
- 9. \$5 bills # _____ = \$ _____
- 10. \$1 bills # _____ = \$ _____
- 11. TOTAL CURRENCY: = \$ _____
- 12. COINS: \$0.50 # _____ = \$ _____
- 13. \$0.25 # _____ = \$ _____
- 14. \$0.10 # _____ = \$ _____
- 15. \$0.05 # _____ = \$ _____
- 16. \$0.01 # _____ = \$ _____
- 17. TOTAL COIN: = \$ _____
- 18. CHECKS: # of checks _____ TOTAL CHECKS = \$ _____
- 19. CREDIT CARD SALES: TOTAL CHARGED = \$ _____
- 20. **3 DAY TOTAL in sales + tax** (#11 + #17 + #18 + #19) = \$ _____
This should equal #4, 3rd column. If not, find out why!
- 21. SALES less sales tax (see #4, 1st column) = \$ _____
- 22. 20% commission to TACA (#21 x 0.20) _____ = \$ _____
- 23. For reimbursement to participants (#21 - #22): = \$ _____

Chapter Coordinator (*Print Name*)

Signature

Date