

PARTICIPATING IN AN ARTISAN FAIR CHAPTER BOOTH

(Rev. 3/11/22)

1. Benefits of Being an LDC Member

- A. Gives LDC members the chance of experiencing a fine craft fair and sharing the expense of the booth with other artisans.
- B. Allows LDC members to determine if they want to participate in future fine craft fairs.
- C. Provides LDC member with a venue for meeting and learning from experienced Artisans/members.
- D. Reduces costs for LDC members.
 - 1. LDC will pay for 1/2 of the cost of the Chapter Booth fee (not any additional add-ons requested such as electric or pipe and drapes) if the chapter owned pipe and drape is not used for an event.
 - 2. LDC has pipe and drape for up to a 10 x 20 booth.
 - 3. Booth size may be expanded or contracted depending upon interest of the membership. Should member interest grow, additional pipe and drape could be rented or purchased.

2. Requirements for Chapter Booth Participation

- A. LDC member must be in good standing (dues must be up to date).
- B. Artisans can apply to the Chapter Booth by filling out the “Chapter Booth Application” form found on the LDC website.
- C. Chapter Juried:
 - 1. If not been previously Chapter juried, then applicant will be juried the first time they apply to participate in the Chapter booth.
 - 2. A Master Artisan with the PGC is automatically considered chapter juried for LDC.
 - 3. If the applicant has participated in a Chapter booth since the Artisan Fair in 2019, they are considered Chapter juried.
 - 4. All Chapter booth event applications will be juried to determine final members to display for each event. Being Chapter juried does not automatically guarantee acceptance into a Chapter Booth event.
- D. Chapter Booth Chair and LDC Artisan Fair will balance the crafts selected to have a diversity of styles and medium. Criteria can be waived by Chapter Booth Chair and LDC Artisan Fair committee based on the number of applicants applying for a given event.
- E. Artisan must provide PA Sales Tax Number to the Chapter Booth Chair prior to the event. (This is not required for Delaware fairs as Delaware does not have sales tax).

3. Artisan Responsibilities (During the Fair)

- A. Will operate a Single Point of Sale for the entire booth (not individual sales).

- B. Will organize a display of their wares unique to their craft within their designated area of the Chapter Booth.
- C. Will be present at event.
- D. Will help set up and clean up the booth.
- E. Will assist at the event as needed when not needed in the Chapter Booth. This would include activities such as booth sitting for other booths or working the entrance.
- F. Will restock their craft items when needed.
- G. Will assist in operating the sales desk (taking sales using the agreed upon electronic app or software to process credit card payments, wrapping, packing sales, etc.).
- H. Will work the sales floor or help customers, if needed.

4. Rules of Engagement (During the Fair)

- A. Discounted sales can only be done by the artisan who created the item and they must be present to handle that discount. They must cash out the sale and note the discount in the comment section of the sales log.
- B. Artisans must have business cards available in their section (and also for the cash out area).
- C. There should be no specialized signage in artisan’s section. For example, no sale signs or “2 for” sales.
- D. Artisan pricing should include tax (and credit card fee, if desired) and final price should be rounded to the nearest dollar. All items must be priced for final purchase price.
- E. Taxes should be included in the selling price of all items.
- F. No empty or supply containers should be stored under the tables. (These should be taken back to cars and brought back at tear down time on Sunday).
- G. A limited number of extra inventory boxes can be stored under the tables, but they must be clearly labeled with the artisan’s name. If items cannot fit in a box, a label should be affixed to the merchandise clearly indicating the artisan’s name.
- H. A copy of all inventory (on display and in storage boxes) must be listed on the artisan’s inventory list. The inventory number should be the artisan’s initials followed by the item number. Inventory numbers must be listed in numerical order (Example: 1, 2, 3, and so on). Each item must be listed on its own line on the sheet. (If you have 5 of item # 100, list it on 5 separate lines. You can repeat the item number but make sure to list each item on a separate line. Examples below:

Item	Description	Price
100	6” Bowl	\$50
100	6” Bowl	\$50
200	8” Bowl	\$60
202	10” Bowl	\$80

One copy is to be emailed to _____ by _____ and 1 copy is to be kept by the artisan.

- I. At the end of the fair, it is the artisan’s responsibility to rectify their inventory. Since no copier will be available, artisan can take a photo (with their phone) of the sheet that is at the cash out table so they can balance out.

5. Customer Sales & Payments

- A. Sales must be entered on the artisan’s inventory sheet (and also in the Sales Receipt book as described below).
 1. A binder with each artisan’s inventory sheet will be available at the cash out table.
- B. Credit Card Payments
 1. If customer pays with a credit card, you can email the customer’s receipt, but you must also write a hard copy receipt listing artist’s name, each item, and its inventory number (1 copy goes to the customer and 2 copies stay in the Sales Receipt book).
 2. Sales Receipt book will be available at the cash out table.
- C. Cash Payments
 1. If customer pays with cash, you must write a hard copy receipt listing artist’s name and the inventory number.
 2. A copy goes to the customer and 2 copies stay in the Sales Receipt book. Sales Receipt book will be available at the cash out table.
- D. Check Payments
 1. Make payable to “Lancaster Designer Craftsmen”.
 2. Write the customer’s phone number with area code and their driver’s license # and State (i.e. “PA”) on the check.
 3. You must write a hard copy receipt listing artisan’s name and the inventory number
 4. A copy goes to the customer and 2 copies stay in the Sales Receipt book.
 5. Sales Receipt book will be available at the cash out table. If customer purchases items from multiple artisans in the booth, they can pay with 1 transaction as described above (since we will be able to reconcile using the Sales Receipt book and artisan’s inventory list).

6. Payments to Artisans

- A. All sales will go into one account and will be reconciled after the fair.
- B. A check will be issued within 2 weeks after the fair.
- C. The transaction fee on the credit card sales will be subtracted from the total. Each artisan will be responsible for reporting their taxes.

7. Chapter Booth Chair

- A. Communicates progress/needs with Chapter president and/or LDC board as required. Uses Excel spreadsheet or best method to set deadlines, due dates, etc. and share with those involved in booth on a regular basis.
- B. Contacts Chapter membership to see who is interested in participating.
- C. As soon as applications are open on the LDC site (generally in January), requests Membership Chair to include this announcement in the next LDC newsletter. Membership Chair should also send additional reminders in subsequent newsletters until applications are no longer being accepted.
- D. Sends completed application form for the Chapter booth (including a list of those participating) to the PGC to advise them that LDC will have a Chapter booth.
- E. Reminds PGC to include the participating artists in their advertising information.
- F. Determines cost per artisan.
- G. Informs (in a written communication) artisans who are accepted into and rejected from the show.
- H. Informs accepted artisans to pay booth fees through the LDC Treasurer.
- I. Determines booth layout, number and size of tables, etc. Canvasses participating artisans for where they want to be in the booth after layout is designed (get their top 3 choices – location and floor shelving or table top shelving, need for electrical power, wall space, special set up, etc.)
- J. Plans for all supplies needed:
 - 1. Coordination (if applicable) of getting the one available booth (pipes, drapes, etc.) to the event for set-up and then returned back to storage after event.
 - 2. Sales Pads
 - 3. Card Table & work table for wrapping.
 - 4. Cash box.
 - 5. Pens, calculators, etc.
 - 6. iPad, power cord, extension cord, power strips.
 - 7. Tape (multiple), scissors (multiple), wrapping paper, bubble wrap, bags.
 - 8. Electronic apps or software and any hardware required for charge card processing.
 - 9. Plans and sets up acceptable signage (Chapter banner) and make list of artisans to be displayed prominently in the booth.
 - 10. Obtains booth packet and booth number from fair director.
 - 11. Coordinates scheduling for set up and tear down of booth (tables, etc.).
- K. Manages the cash box and makes sure there is cash on hand for change for cash transactions. (There should be approximately \$200 in bills and change from the start in the cash box).
- L. Calculates the payout to each artist and submits that information to the Chapter Treasurer to write and send out the checks to the artisans.