



The Lamoille Women's Club is happy to sponsor the

LWC Fall Craft Festival

at

**Spring Creek High School
14550 Lamoille Highway
Spring Creek, Nevada**

on



November 11th and 12th, 2017

Saturday: 9:00 to 4:00

Sunday: 9:00 to 3:00

The Lamoille Women's Club is sponsoring a 2-day Fall Craft Festival with arts and crafts in the Special Events Room and gymnasium at the Spring Creek High School November 11th and 12th, 2017

The Spring Creek High School is approximately 7 miles from Elko (less than a 10-minute drive) on Lamoille Highway, Route 227. Upon entering the high school campus, there will be signs directing vendors to registration.

The Events Room opens into the high school gymnasium providing an area large enough to house 80 to 90 booths. There will be thin rubber mats covering the gymnasium floor for protection of the floor. There are convenient restrooms available. The Lamoille Women's Club will provide donuts and coffee at the start of the day for the vendors. There is plenty of parking available for vendors and craft festival attendees. A limited number of food and drink items will be sold for lunches and during the day.

We look forward to seeing you at the Lamoille Women's Club's Fall Craft Festival. Please read the enclosed application; fill out the application, and mail it with booth fees to:

LWC Fall Craft Festival
PO Box 281426
Lamoille, NV 89828

If you have any questions, you may contact:

Martha Wallace at 775-340-6922

Elisabeth Moore at 775-934-7194

or visit our website at www.lamoillewomansclub.org.



Booth Spaces:

Booth spaces will be 10' X 10'. Cost is \$165.00 for a 10' X 10' or \$275.00 for a 10' X 20' booth for the two days. Sharing of 10' X 20' booth not allowed. Vendors are responsible for their own booth set-ups. This includes tables, chairs, displays, etc. Booths should be free standing. Booths are to be maintained from 9:00 AM to 4:00 PM on Saturday and 9:00 AM to 3:00 PM on Sunday. Booth assignments will be determined by the Fall Craft Festival Committee, and each vendor will be given their booth assignment upon check-in. Any special booth assignment requests must be received by October 1st. Although full canopies are discouraged, canopy frames may be used.

Vendor Check-in:

Vendors may check in early on Friday evening, November 10th, from 4:00 PM until 8:00 PM or Saturday morning from 6:30 AM to 8:00 AM. All vendor vehicles must be moved from the loading and unloading areas by 8:30 AM. Volunteers will be available Friday night to help unload vehicles and Sunday evening to help load vehicles. The building will be locked Friday night at 8:00 PM. , Saturday night at 5:00 PM.

Exhibitor Responsibilities:

Exhibitors will be responsible for any damage caused to the building or the floors. Precautions need to be taken to not damage the floors. Nothing is to be fastened to the floor, and nothing sharp is to be placed on the floor. No tape is to be used on the floor. Booths should be free standing without anchoring to floors or walls. The Lamoille Woman's Club is not responsible for any damage or loss to exhibitor's work.

Nevada Sales Tax:

Each exhibitor will be issued a tax packet at the time of their registration check-in. Each exhibitor is **REQUIRED** to complete Parts 1 and 2 (Department and Promoter copies) and place them in the envelope provided, with a **CHECK** made out to the **NEVADA DEPARTMENT OF TAXATION**, for the amount of sales tax to be paid. Exhibitors **must** turn in their Sales Tax envelope at the end of the show **before** getting their vehicle to load their craft wares. Any vendor who does not turn in their tax form will **not** be invited to future shows.

The Nevada Tax Office will no longer accept cash. Exhibitors must submit payment by **check**.

Show Departure:

Vendors are to pack up their booth and pay their sales tax prior to getting their vehicle. Show personnel will direct vendors when and where to line up to load their wares. Wagons or carts are available to assist but must not be tied up more than 15 minutes to allow others to use.

Other:

Vendor cancellations or bad checks will be charged \$35 processing fee. No refunds after October 28th.
There will be a short vendor meeting by the eating area at 8:30 AM. Saturday morning.
No alcoholic beverages will be allowed on the premises.
No pets or dogs are allowed in the building.

LWC Fall Craft Festival Application November 11th & 12th, 2017



Arts and Crafts Application Form and Contract:

Booth Rentals:

_____ \$165 10' X 10' booth

_____ \$275 10' X 20' booth

Does your booth require electricity?* YES NO

* Electricity is limited. Does your booth need electricity to operate?

Only request electricity if required in your booth. Availability will be on first come-first served basis. **Vendors are responsible for their own extension cords.**

For Festival Use Only:

Date Received _____

Check # _____

Amount \$ _____

Space # _____

Individual/Business Name and Information

Name: _____

Business Name: _____

Address: _____

City _____ State: _____ Zip: _____

Phone: (Home) _____ (Cell) _____

Email Address: _____

Art/Craft Description

Please list or describe your arts/crafts that you will be selling; also include picture of booth or crafts:

I have read the LWC Fall Craft Festival information and policies. I agree to abide by all decisions and comply with requirements, rules and regulations of the Fall Craft Festival.

Signature

Please enclose your booth payment made out to LWC Fall Craft Festival with this application form and mail to:

LWC Fall Craft Festival
P.O. Box 281426
Lamoille, NV 89828

Print Name

Payments mailed after October 31, 2017 must be made with cashier's check or money order made to LWC Fall Craft Festival. No post dated checks, and no checks will be held.

Dear Prospective Vendor,

We hope you consider coming to the Fall Craft Festival in November. If you do come, the Lamoille Women's Club is asking each vendor to donate an item valued at \$15.00 or more which will be raffled off at the door. Proceeds to go towards scholarships.

Thank you, Martha Wallace, Chair; Elisabeth Moore, Co-Chair



The Fall Craft Festival is being sponsored by the Lamoille Women's Club, an affiliate of the General Federation of Women's Clubs (GFWC). The Lamoille Women's Club was founded in 1918. The Club is 99 years old and has participated in numerous community projects over the years. The money raised by our events is used to help many organizations. Some of the organizations and projects that we are currently supporting are:

- Local Veterans
- Harbor House (shelter for abused women and children)
- The Family Resource Center (including assistance to the homeless)
- Child pediatric emergency systems for ambulances/fire trucks
- Annual HOBY award (Hugh O'Brien Youth Leadership Program)
- Annual Scholarships for Spring Creek High School seniors
- Annual GBC Scholarships for women re-entering the workplace
- The Lamoille Picnic Grove and the Lamoille Cemetery
- Packages sent to military men and women in Iraq and Afghanistan
- FISH (Friends in Service Helping)
- Donations are made to: Spring Creek Volunteer Fire Department, Horizon Hospice, The Tree of Life Memorial, the Spring Creek High School Music Department, the Elko County Fair Indian Arts Exhibit, and Camp Hope for military children.
- Holiday food baskets and holiday gifts for needy families and veterans
- The Yellow Dot Program and other local community projects

We look forward to seeing you on November 11th and 12th, 2017. We appreciate those who have exhibited at our annual Lamoille Country Fair and hope that you will enjoy exhibiting at our Fall Craft Festival.

Please fill out the contract/application, being very specific. Send the application with your entry fee to:

LWC Fall Craft Festival
PO Box 281426
Lamoille, NV 89828

If you have any questions, you may contact Martha Wallace at 775-340-6922; Elisabeth Moore at 775-934-7194; or you may visit our website at www.lamoillewomansclub.org.

Thank you, and we hope to see you in November.

- *The Fall Craft Festival Committee*