

Spring Hunt for Treasure Information 2017

The 2017 Hunt for Treasure to be held Saturday and Sunday, April 29-30. Saturday hours are 10 am to 4pm. Sunday begins at 9:00 for church attendees. Though we are not closed to the public at that time, parking is limited. Public hours on Sunday are 1pm to 4 pm. Vendor set-up is Friday, April 28th from 4 to 7 (you can choose to set up Saturday only). All vendors must be set-up completely by 9:45am on Saturday. There is no breakdown before 4:00 on Sunday, but you must be completely broken down and your materials removed by 5:00pm.

This event will be advertised to church members and the wider community through online and print media. We expect great attendance with a focus on Mother's day gift buying and spring designs. The artisan and craft fair portion of this event is happening in conjunction with the sale of pre-loved 'treasures' in another area of the church, which includes art, pottery, sculpture and jewelry. Food and drinks and family friendly activities will also be available during the event (crowd draw).

All work for the show should be original and exhibited by the artist who made it or someone who knows the work well. Buy/Sell is not acceptable unless it is from a non-profit selling fair trade material.* These must be specially approved and the number is limited (special pricing). The application shall include a completed application form, 3-6 photos (or website address) that accurately represents the work you will be selling, and a check made out to UUCA or paid at **at pay at** <https://tinyurl.com/k63hxu3>. **Write Hunt for Treasure on the memo line.** Checks will be refunded if you are not accepted into the show. Please call (734) 272-3727 or email gallupk@gmail.com if questions. Mail applications to % Treasure Event, Unitarian Universalist Church of Arlington, 4444 Arlington Boulevard Arlington, VA 22204 or email to gallupk@gmail.com. Please call (734) 272-3727 if you have questions.

- We reserve the right to limit the number of vendors in each category so that there is a diversity of products available. Vendors will be notified within 3 business days of application receipt of acceptance.
- **The table fee is \$50 per table.** (We will accommodate requests for double tables if possible. Second table charge if available is \$40.) **Vendors are also required to donate 10% of their gross sales to the church.** Please be prepared to pay your 10% fee before you leave the show on Sunday. We will accept cash, checks or online payment with receipt confirmation. You will receive a statement after the show that can be used for your tax purposes.
- **Online pre-sale and post-sale options:** Exciting option that allows each vendor to sell 5-10 items online through our event website. UUCA will collect 10% of all sales through the event website. Vendors will coordinate delivery of items with purchasers (at the Treasure event or via shipping).
- Applications are continually accepted as space allows, however, refunds are not guaranteed for cancellations. If there are acceptable vendors on the wait-list who are able to participate and replace a cancelled vendor, a full refund will be made; otherwise, partial refunds are considered.
- You are responsible for the collection and reporting of Virginia Sales Tax (6%) More information can be found at <http://policylibrary.tax.state.va.us/OTP/Policy.nsf> or by calling (804) 367-8031.

- Vendors may use church tables or provide their own. Church tables measure approximately 6' x 2.5'. There are a limited number of white table coverings available. You are also welcome to use your own. Your space will be approximately 7' by 4' and all display materials must be kept within that space. If you need additional space, please mention it on the application.
- Vendors may not block the aisles or impede access to another vendor's table. **Nothing** may be attached to the walls. *Keep in mind that on Sunday there are many children that attend church and who may circulate through the show, so please secure any displays or breakable items. The church is not responsible for breakage, stolen merchandise, or stolen cash boxes. Please cover or otherwise secure your merchandise at night.*
- Coffee will be available both days. We are expecting to have food for sale on Saturday and Sunday. We could order pizzas as an option on Saturday as well.
- We have ample outlets but do not have extension cords for your use. Please bring your own and a power strip if you need to plug in. And mark your need for electricity on your application. We have special tape for the floor. **Do not use duct tape!**
- We have a limited number of carts to help you load and unload. You may wish to bring your own. There is an elevator on the ground floor that can also be used.
- While we will do what we can to publicize the event through the church, yard signs on street green strips, Facebook page, and notices in the papers, we expect vendors to also do their own publicity. Any suggestions are also welcome.

***Fair Trade is defined as products that promote living wages for workers and open supply chains for ethical producers, while championing all-natural organics, sustainable farming, and minimal or zero impact on the environment. Purchases often directly funds human rights programs around the world. Those in this category will only have to donate 5% of gross sales to the church.**