

## **Lambert Castle Holiday Boutique November 6th - December 4th, 2020**

This contract is provided by the Passaic County Historical Society. Failure to comply may result in additional fees charged to crafter to cover special handling expense incurred (see sample inventory sheet).

**Application Fee:** \$150.00 check made payable to Passaic County Historical Society postmarked by September 30, 2020. (After September 30th, if accepted, application fee is \$175.00).

**Commission:** The commission is 25% and should be reflected in the selling price.

**Restrictions:** Application date is September 30, 2020. No refunds.

### **APPLICATION**

Crafter **application form** must be completed and submitted with **application fee, completed crafter Inventory sheet**, and **flash drive** containing photos of each item to be sold. Each photo must have corresponding item number. Photos provided will be utilized in the online boutique for visitors to view and make purchases. Inventory sheet must be submitted with item #, descriptions, available colors, price, and quantity with application. Information contained on Inventory sheet will appear with photo online. Item quantities must be a minimum of 6 - 12 to be accepted for sale online.

### **DELIVERIES**

#### **Crafter Initial Delivery Dates: by appointment only**

Monday, November 2<sup>nd</sup>, 2020 10:00am - 4:00pm Tuesday, November 3<sup>rd</sup>, 2020 10:00am - 4:00pm

Wednesday, November 4<sup>th</sup>, 2020 10:00am - 4:00pm

#### **Delivery Location:**

**North Jersey Federal Credit Union  
711 Union Boulevard  
Totowa, NJ 07512**

**Deliveries accepted at door in Rear Parking lot.**

**Do not call or mail to the above address.**

Inventory will not be counted at time of delivery; crafter will be contacted if any discrepancies are found.

All deliveries will be curbside drop off only.

Only items submitted with application may be delivered/sold.

**No deliveries accepted after November 4<sup>th</sup>, 2020 unless requested.**

Mail Crafters will receive additional info upon acceptance; do not ship to the above address.

Deliveries must be organized by item# and labeled (e.g. jewelry, vendor 138).

All deliveries must be accompanied by completed inventory sheet.

Redeliveries during event: **by appointment only**

Email: [holidayboutique@lambertcastle.org](mailto:holidayboutique@lambertcastle.org) to request a delivery appointment.

Deliveries should be made in cardboard boxes/containers which will not be returned to crafter.

Space restrictions prohibit the storage of crafter containers/cartons.

Note: Lambert Castle Holiday Boutique reserves the right to accept/remove any merchandise it deems offensive and/or objectionable to the general public. Please use discretion and remember that this event is viewed by the general public. **Only items approved by the Committee may be sold.** Items purchased at retailers may not be sold at this event.

### **PICK-UP**

**Pick-up Dates: by appointment only** Monday, December 7<sup>th</sup> 10:00am – 3:00pm  
Tuesday, December 8<sup>th</sup> 10:00am – 3:00pm

Pick-up date and time request are on Crafter application and will be confirmed upon acceptance, and at time of delivery.

Pick up will be curbside pick-up at door in rear parking lot.

Inventory returned to crafter will be counted prior to crafter pickup. Crafter final inventory and check will be mailed to participants in December, 2020.

Crafters who fail to pick up items during crafter pick-up will be subject to a late pick-up fee.

Crafters who are “mail” crafters must complete the Mail Crafter form and return it with Crafter application.

**Crafters who receive a payment of \$5,000.00 or more will receive a 1099 in January 2021 to comply with IRS tax law. Affected crafters will be required to complete a W-9 at Crafter Pick Up to release final crafter payment/check.**

## **INVENTORY SHEET 2020**

**Inventory Sheets:** Lambert Castle 2020 inventory sheet **only** will be accepted.

Only numeric item # in sequential order can be used. Each item must have description completed and colors available specified (will be used online with photo). **Returning crafters, please use the same vendor number as 2019.** New crafters will receive a number upon acceptance. Inventory sheets completely filled out must be submitted with crafter application for approval. Only items with quantities of 6 to 12 minimum will be accepted.

Inventory sheets listing items delivered must accompany every delivery; filled out in entirety prior to arrival at delivery. A separate copy must be provided on all redeliveries. Crafters who make more than six deliveries must maintain additional copies of Inventory sheet containing item #, description, and price to be used for deliveries seven and future.

An electronic copy of crafters inventory sheet may be forwarded prior to delivery, or on day of delivery to [holidayboutique@lambertcastle.org](mailto:holidayboutique@lambertcastle.org), but printed copy must accompany delivery.

## **TAGS and LABELS**

**Item Price Tags:** The crafter number, item number, and selling price must be on every item which is delivered. Example: Crafter# 125, Item# 6, Price \$ 4.00

125-6  
\$4.00

**Price tags/labels which are white in color are required and only will be accepted. No business cards will be accepted. No business cards used as tags will be accepted.**

## **EVENT DATES/HOURS**

**Holiday Boutique: November 6<sup>th</sup> – December 4<sup>th</sup>, 2020**

**Please complete the crafter application form and Crafter Inventory Sheet. Retain this page for your files and future reference.**