



Robert McQueen High School
40th Annual McQueen Craft Faire
October 17, 18, 19, 2025
Faire Rules, Regulations, and Application

Dear Artisan:

The McQueen High School Boosters Guild invites you to submit the enclosed application for the McQueen Craft Faire to be held October 17-19th, 2025.

Friday is our Premiere Night, FOR ADULTS ONLY 5:00pm to 9:00 pm.

Saturday hours are 9:00am to 5:00pm

Sunday hours are 10:00am to 2:00pm.

The Faire is held at Robert McQueen High School, 6055 Lancer Drive, Reno NV 89523. This is a school wide fundraiser. 100% of our proceeds go to the school and the students, you keep 100% of your profits. This Craft Faire is a community tradition over the last 40 years and is completely run by Parent volunteers and support from the teachers and faculty of the high school. Thank you for your interest in applying for this event. We could not do this without you and your talents.

It is very important to read this entire packet completely. Receiving this application DOES NOT indicate automatic acceptance into the show.

JURYING

Artisan's products are juried on 3 points:

1. Originality
2. Quality of workmanship
3. Your booth display.

We carefully examine photos of raw materials and of the artisan making their product. Since the Jury screens, scores, and accepts or rejects based on your photos, it is crucial to follow the "Photos Required" section below.

The first round of jurying will take place in mid April with notifications emailed by May. The second round of jurying will take place in July/August, followed by notifications emailed in August/Sept.

It is imperative to provide a valid email address for ALL correspondence. Decisions by the Jury are final. Past participation does not guarantee your acceptance or booth assignment. New product lines created during the year must be submitted prior to the craft faire event even if you have been accepted. **The Jury must have ALL new product photos by Oct. 1, 2025 in order to be considered an addition to your booth.**

PHOTOS REQUIRED

You will not be juried or accepted without these. Please submit a total of at least 6 clear, close-up photos which show:

- 1) **Raw Materials:** patterns, fabrics, piles of wood, paints, beads, wire, metal, or whatever you use in your creations
- 2) **Process of Making Your Product:** please include raw materials, several stages of your production and the finished product, along with full body shots to verify that you are doing the work
- 3) **Work Space:** we want to see your work space, even if it's the kitchen, living room, etc. Messy is okay
- 4) **Finished Product(s):** please include a photo sampling of items you will have in your exhibit
- 5) **Booth Setup:** we want to see your booth presentation; pop-up tents or a booth backdrop and sides are required (the only exception are the Hallway spaces which can be tabletop only.) If this is your first show and you don't have a booth set up yet, please provide us with a description of your plan and a mock up drawing.

Please note: Two (2) Artisans sharing a space must each submit a set of photos; if you make more than one category, you must submit a set of photos for each category

INELIGIBLE ITEMS

The following items are **NOT** eligible for sale as arts and crafts items in the McQueen Craft Faire;

- Commercially manufactured items that are not significantly altered; a piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting Artisan's skills; alteration and enhancement by the Artisan and handcrafted components must dominate the commercial components
- Mass produced items
- Resale items
- Kits
- Drug paraphernalia, weapons, including but not limited to, guns, knives, swords, bows and arrows

VERIFICATION DURING THE SHOW

We inspect items NOT officially juried into the show and/or buy-sell items. We keep your photos so the committee can compare them to actual product in your booth. Exhibitors with items that are "buy-sell" or deemed unacceptable will be asked to remove them from your booth. If the problem isn't corrected, that Artisan will be asked to leave the Craft Faire and no refund will be granted.

Exhibitors may only exhibit work represented by their photos for the category(s) in which they were accepted. Exhibitors must be present in their booth throughout the Craft Faire, apart from breaks.

IMPORTANT INFORMATION

PRICES: Complete pricing is on the attached application. There is a \$25.00 **non-refundable** fee that must accompany your application. **If you are accepted into the show the \$25 will be applied toward your balance. If you are not accepted your \$25 will not be returned.**

BOOTH LOCATIONS: Exhibitors frequently ask for specific locations. We try our best to accommodate those requests, but applications are processed on a "**FIRST COME, FIRST SERVE**" basis. For this reason, it is important to return a completed application packet ASAP.

ACCEPTANCE: Exhibitors accepted or not accepted will receive a notification email from mcqueencraftfaire@gmail.com. The email provides detailed information regarding booth assignment and fees. If accepted, the remainder of your fees can be paid via Venmo or Paypal.

ADVERTISING: Exhibitors are responsible to advertise in your sphere of influence. You can make your own flyers or postcards or use ours. We encourage you to use your influence to inform people to view our Facebook page and Instagram. The Booster Guild sends out PSAs, flyers and postcards, and also publishes

through advertising media, such as radio stations, TV, and organizations. Advertise as much as you can and we are committed to do the same.

BOOTH SET-UP: The McQueen Craft Faire will NOT provide any equipment to you, including tents, tables, service counters, chairs, storage units and/or any other equipment for the sale of your products. Vendors must provide their own tents, lights, tables and displays. Pop up frames allowed indoors without covers. Each vendor (**except Tabletops in the Hallway**) must have sides and backdrops, NO EXCEPTIONS will be made. All tables used in your booth must have covers that reach the floor. NO EXCEPTIONS. All equipment supplies and overstock MUST be stowed and hidden within the space provided. No unsightly materials or equipment should be visible to the crowd. For those Vendors in the Courtyard, in the event of high winds or inclement weather, booth owners are responsible and liable for the security and safety of their structures, as well as anything contained within. Outdoor vendors must be prepared for inclement weather with rain covers, tie-downs, and weights.

CHECK-IN: Accepted vendors must check in before the start of the event. **Vendors may NOT check in before their assigned time on Friday, October 17, 2025.** Vendors that do not comply may forfeit their spot and Lancer Pre-registration for 2026. Due to school being in session we must follow strict check in times based on the location of your booth. You will receive another email closer to the date with all instructions regarding check in times. **Usual order of set is: Large Gym, Lobby, Small Gym, Courtyard then Hallway Tabletops.** Hallway Tabletops will only have a few hours to set up so please keep that in mind when applying.

NO EARLY BREAKDOWN: Anyone found breaking down before 2:00pm on Sunday will forfeit their spot and Lancer Pre-registration for 2026. The only exceptions are given to the Courtyard during inclement weather and will be determined by the STAFF only.

UNLOADING/LOADING HELP: McQueen Students may be available during regular school hours on Friday to assist in unloading Artisans and again on Sunday afternoon after closing. They are supervised by parent volunteers and/or Staff.

ELECTRICITY: **Limited electricity** is available. There is a charge of \$30.00 for electricity. However, you must provide your own extension cords. Power strips will be available to use at the outlets. If you require more than overhead lighting and electricity is not available, please bring battery operated units. Electric heaters cannot be used. Interior spots in the gyms CAN NOT receive electricity. Please note this when choosing a spot.

CORNER BOOTH: Any booth with more than one free side is considered a "corner" booth and will be an additional \$25. For example, in the Large Gym booth #80 is a corner booth.

RAFFLE: Vendors are requested to donate a raffle item to the show; a donation slip is provided in your Check-In packet when entering the school on Friday.

INCLEMENT WEATHER: There is NO rain date and refunds will not be given for weather-related issues. Please come prepared if assigned to the Courtyard. October days can range from windy, cold and/or rainy to extremely hot. Check the weather forecast that week and come prepared.

CHILDREN/ANIMALS: **No children are allowed, even as a helper, on Friday evening. Friday evening is designated for ADULTS ONLY.** Please make appropriate arrangements. No animals are allowed on school property with the exception of service animals, per the Washoe County School District.

SECURITY: The show is completely inside the school. It will be locked at night, but we do not assume any responsibility for your product. Please remove items of high value at night.

A SMALL THANK YOU: A hospitality area is provided for Vendors on Saturday and Sunday mornings before the start of the event. More information will be provided at checkin. During the operating hours, food and drink are available for purchase in the Cafeteria by the Student Food Groups. Volunteers will be walking around to take your orders. Volunteers are also available to watch your space if you need a quick break.

Price List

ELECTRIC CORNER spot
 (\$30.00) (\$25.00)

LOCATION FEE

Lobby (10'x10') \$240

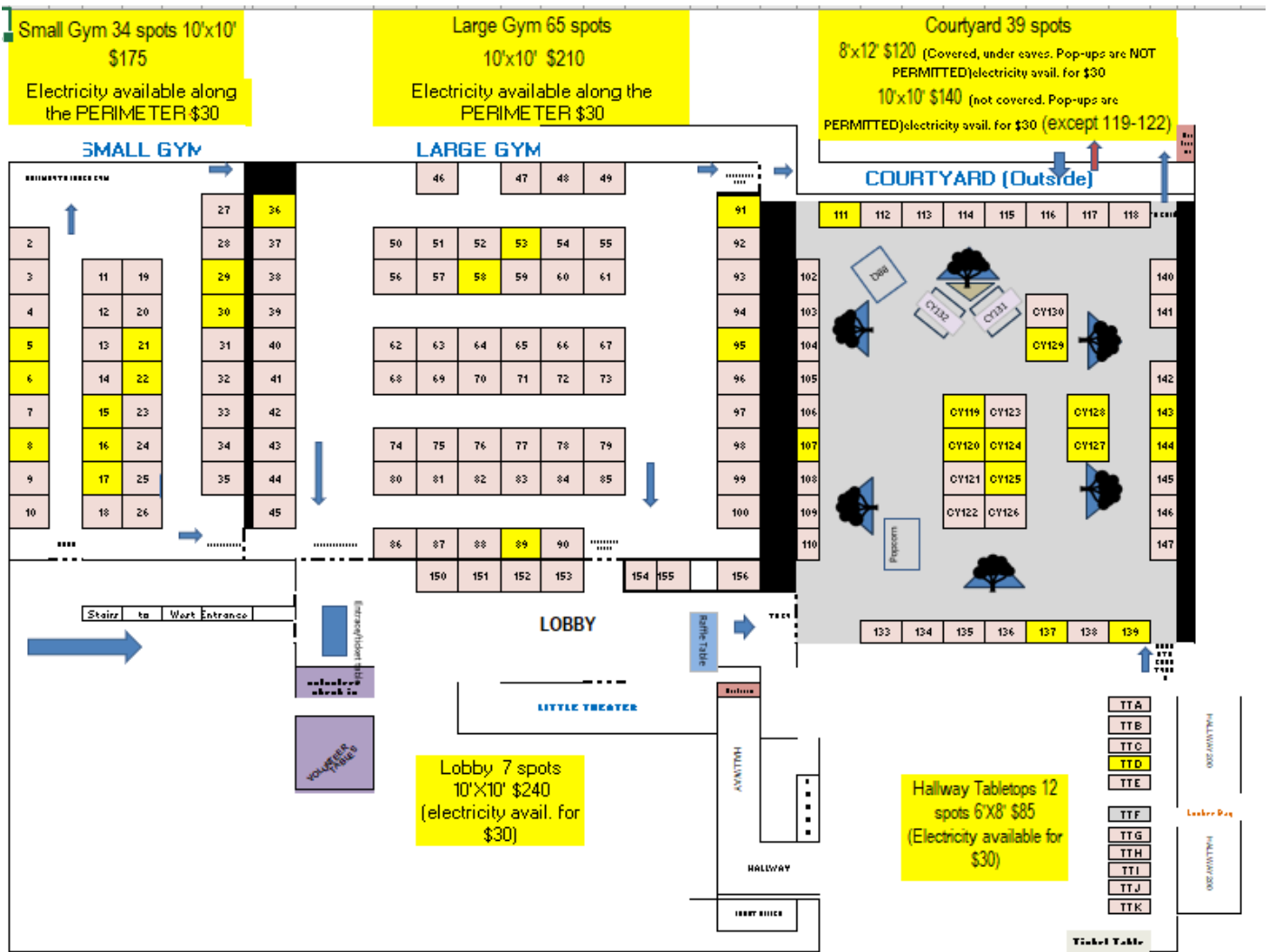
Large Gym (10'x10') \$210

Small Gym (10'x10') \$175

Courtyard (8' deep x 12' across) \$120
 (under eaves, no popups)

Courtyard (10'x10') \$140
 (center, popups ok)

Hallway (8' deep x 8' across) \$85
 (Tabletop)



Map is not to scale

REFUNDS

Unfortunately, no refunds will be given

YOUR APPLICATION MUST INCLUDE:

- 1) A completed and signed application form acknowledging that the rules have been read and understood
- 2) **Required photos.**
- 3) \$25 application fee paid via:
Venmo - @mcqueenboostersguild (Please put McQueen Craft Faire App fee in comment sections)
Paypal- mcqueenboostersguild@gmail.com
The \$25 is required and non-refundable but will be applied toward your total fees IF accepted. If you are not accepted, the money is forfeited. Those accepted will receive notification via email. It will contain your booth space assignment and an invoice for the remainder of your booth fees, which **must be paid by August 1, 2025**. If you apply in August or September, then your fees are **due immediately**. **If all fees are not paid by your required deadline, you risk losing your booth space(s) in the McQueen Craft Faire**