

Procedures and Terms for Vendors

ROME ART AND COMMUNITY CENTER
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Dates and Hours of Holiday House

Gala: Wednesday, November 10, 6:30-9:30 pm

Weekend One: 10-5 pm
November 12-14, 2010

Weekend Two: 10-5 pm
November 19-21, 2010

If accepted as a Holiday House vendor, RACC will send you an acceptance package which will include:

- ◆ Blank inventory sheets
- ◆ Vendor Code (this may differ from previous years)
- ◆ Resale Certificate for YOUR records (do not return to RACC)
- ◆ One (1) ticket to the Gala
- ◆ List of unapproved merchandise, *if any*
- ◆ Appointment date for merchandise drop off

If declined, you will receive a refund of \$25, 50% of your application fee. If you drop out of Holiday House after accepted, no refunds will be given.

Vendor Responsibilities

Please read this entire packet, as the information contained is very important and affects you! **By signing the enclosed application, you are acknowledging that you have read and understand all of the information contained in this packet.**

Tagging

- ◆ **Vendors must use string tags** for every item, which can be quickly and easily CUT OFF at the cash register. This is imperative to ensure the proper recording/tracking of your sale. **If you have not tagged your item properly and/or the cashier has trouble with your tag, you stand the chance of not being paid for that item.**
- ◆ We will absolutely not accept **stick-on tags**, do not apply these directly to the merchandise. If the Holiday House Committee finds items that are improperly tagged, they will be removed from the sales floor and will not be sold, unless you come to retag your merchandise. This is important, as improper tags cannot be tracked properly at register, as stated above. *If you would like to use a price tag gun or stick-on tag system, these types of tags may only be applied to a string tag.*

TAGS SHOULD BE FORMATTED IN THIS MANNER:

22— 081 \$5.95

No other numbers or lettering should appear on the price tag. We had much difficulty last year with improperly formatted tags, which resulted in dozens of extra hours of staff time.

- ◆ **Each string tag must contain the RACC assigned Vendor Code, item number, and price.** This information should only appear on one side of the tag, so as not to confuse the cashiers. This should be separate from your logo/description tag. **Tags must be legible if handwritten!** Tags should also be dark enough to be easily read by customers and cashiers. Illegible tags mean improper price tracking, which could mean a monetary loss for you at the register. If there is a discrepancy in the price tag, we may refer to your inventory sheet, so it is imperative that the information provided on the inventory sheet is accurate! If the Holiday House Committee notices that several of your tags are illegible, you will be called to retag your items. *Likewise, if tag prices and inventory prices differ, you will be called in to correct this discrepancy.*
- ◆ Remove or check all existing/old price tags from other sales or those that are improperly coded.
- ◆ Vendors are asked to use their own identification/logo tags in addition to the coded string price tags. These are attractive to customers who wish to know who they bought the item from, or when giving a gift, as the price tags are removed at the register.

General Information

- ◆ Your inventory sheets are essential for trying to identify items when a price tag disappears. You may use your own computer-generated inventory sheet, but please follow our format.
- ◆ Each time you replenish your stock, bring additional inventory sheets with the new items already listed.
- ◆ Limit the number of identical items you initially bring. Be prepared to restock your products when called, if needed. Our Vendor Committee will periodically make calls to any vendors needing to replenish.
- ◆ **Vendors may not remove any merchandise until the sale is over.** Do not bring in an item if you do not plan to keep it here until the end of the sale. This leads to much confusion and possible sales discrepancies. **No exceptions!**
- ◆ Items that are not for sale (display racks, etc) must be marked “NFS” *or not for sale*, along with your name or code, to assure you get these items back after the sale ends.
- ◆ **Please, do not bring in purely decorative items this year.** They will not be used unless preapproved by RACC.

Display of your items

- ◆ Florists, as they are responsible for much of the decoration and look of this event, are welcome to display their own wares using their own staff. RACC volunteers are also available to help florists with their custom displays.
- ◆ RACC Design Committee members will work hard to achieve our “department store” look, by displaying your merchandise tastefully and properly. Vendors who have custom-built free-standing displays may use their own display plan.
- ◆ RACC will supply all tables and display surfaces, unless your standard display has been pre-approved.
- ◆ Vendors will be required to provide solid fabric/linens to cover display surfaces. No plastic table cloths are permitted. **Our 2010 display color theme is: (Red) White, Silver, Gold and Black.** Our goal is for tasteful, professional-looking displays. This does not mean your merchandise has to be this color, just decorations and table coverings. (However, please bring in items for sale in these colors if you have them by all means!)
- ◆ Any of your excess merchandise may be stored under your table/display.
- ◆ **No plastic display items.** This includes but is not limited to: plastic clothing racks, plastic hangers, plastic containers, plastic coverings, plastic shelving, etc. (Wood, acrylic or metal are suggested in place of plastic.) Plastic may only be used if tastefully covered.
- ◆ Please do not bring in small or mini Christmas trees or any purely decorative items. Please, no fake snow, glitter, or the like— *this made a big mess last year.*
- ◆ **RACC reserves the right to rearrange any and all merchandise and displays.** RACC Design Committee may tweak, rearrange, and alter displays before and during the sale where appropriate and as needed.

Space Planning

RACC does not guarantee any specific amount of space in any one location to a vendor. Vendors may bring a reasonable amount of the approved items discussed during the Jury process. The RACC Design Committee will distribute your extra merchandise around the building where appropriate. Extra items for sale that do not fit at your display or on sales floor will be stored out of sight, under/near your display. Vendors may restock the Monday through Thursday prior to Week Two, or in accordance with your schedule if approved by the Vendor Committee.

Security

- ◆ RACC is not responsible for items stolen, but we do our best to minimize problems (with use of room hosts, surveillance camera systems, and one exit). Visitors to Holiday House enter through the front door and exit out the side door, located near the check out.

Payment

- ◆ We will pay vendors based on purchases recorded at the cash registers.
- ◆ Purchases are recorded by removing, recording, and retaining the string price tags— *thus, proper tagging is so important!*
- ◆ **Vendors receive 78% of their total sales (not including sales tax amounts)**