



Christmas at Granny's Craft Shop

Checklist for Crafters

1. Complete the online application form and submit it, you may attach photos if you wish
2. You will be notified if you are accepted and will be emailed the rest of the application
3. When you receive your registration number and account number submit your application and \$50 registration to The Virginia Cliffe Inn, 2900 Mountain Road, Glen Allen, VA. 23600 or to PayPal, JClifton@vacliffeinn.com. The \$50 fee enables us to start our advertising campaign
4. Your show commission is based on the actual number of hours you participate during the show so please indicate on your application hours that you will not be available to work the show. We will contact you with your schedule in September 2020.
5. Show commission paid is 70-80% of the sale of your items, dependent upon how many hours you work at the show.
6. Please help us market the show! Please add the event to your social media, pick up postcards to mail, post it at your church, grocery store and the groups you are a member of. Remember our show supports a wonderful non-profit and most places will post events for non-profits.

7. Start tagging your items with your account number, item number and price. You will be instructed when to email your list to us. (Approx. 1 week before the show) If you do not have access to a computer you may submit a written list that is legible and we will enter your list for you. The list is preprogramed into our computer system and allows for faster cashing and fewer errors. Writing on the tags must be large enough to read; a computer tag is preferable.
8. As you tag your items you will need to compile a list to upload in our database. This can be done in word or excel.
9. Pack your items: like items together, ornaments, jewelry, kitchen items in boxes and deliver them to The Virginia Cliffe Inn on Saturday November 14, 2020 or Sunday November 15, 2020 starting at 9 am.
 - There will be an informational meeting at the Inn for anyone wishing to participate at noon on Saturday November 14, 2020.
10. The Show opens on Tuesday November 17, 2020 for our VIP night. It opens to the public on Wednesday November 18, 2020 at 10 am for grannies who want to shop at Granny's. We are so excited to have you join us. You will have a Granny's name tag when you arrive to work.

Sample Vendor list

vendor	Item	description	price
100	1	spiced tea- pt.	5.00
100	2	spiced tea- qt	10.00

Sample Price tag

<p>101-10</p> <p>Homemade Jelly</p> <p>\$5.00</p>
