

ANNUAL PIKES PEAK DECORATIVE PAINTERS BAZAAR
Pine Creek High School, Colorado Springs
November 17, 2018
9:00 – 4:00

Purpose: The primary purpose of the Decorative Painters Bazaar is to present decorative painting to our community and to allow members to sell their creations.

Participation Fee: Fifteen (15) percent of each sale will be deducted to offset cost of booth rental and supplies. The percentage will be deducted when all sales tags are tallied and sales numbers finalized. Checks reflecting total sales minus 15% will be sent to each participant.

Guidelines:

- *Participants limited to PPDP members only.
- *Items for sale must have been created by the participating PPDP member.
- *Participants may display from one to unlimited number of items for sale.
- *Participants must complete and turn in Inventory Sheet before displaying items.
- *Each sale item must display a completed hanging price tag.
- *All items for sale will be displayed as space allows; if there is not enough space available all remaining items will be rotated in as space becomes available.
- *Every effort is made to protect merchandise, but neither the Chapter nor Pine Creek can be held responsible in case of theft or damage.
- *All participants are expected to assist with set-up and tear-down.
- *To help us appear more professional, the Bazaar Committee is requesting that large groups of members not congregate at the Sales Table. This distracts the cashiers and may look unprofessional and intimidating to potential shoppers. Relief cashiers and/or Goodwill Ambassadors are welcome. Members who wish to gather to visit are requested to do so in the lunchroom area.

I have been waiting for information from the school for the 2018 set up times – I will send another note if we won't go with the plan listed below:

Tentative: Set-up: All participants are expected to unbox their items once the booth is set up. Set-up is Friday night from 7 to 9 at Pine Creek High School and again on Saturday beginning at 6:00 a.m.. The school will be closed promptly at 9 pm Friday, so the more hands we have the quicker we can accomplish set-up. Band members are available to help unload and bring in items. Once the booth is configured and tables are set with covers, participants may unpack and display their wares.

Tear-down: Tear down is at 4:00 on Saturday. No packing will be allowed until 4:00. All participants are expected to pack their own non-sold items and to assist with getting everything down and packed. Band members will be available to assist in hauling boxes to vehicles.

Inventory Sheets: (see separate attachment) No items may be displayed until completed Inventory Sheets are turned in. Your name and ID code should be on each Inventory Sheet to help in tallying sold items. Inventory Sheets will be returned to you after all tallying is complete,

but you may wish to make copies for your own information. Your ID code consists of your initials and any number. Each individual item must be **numbered sequentially and listed separately**, even if you have ten of a similar item. This is the only way that sales can be accurately tracked. Feel free to make additional copies of the inventory sheets if needed for listing additional items.

Price Tags: Please use 1 inch size tags with strings and attach to each item, no stickies, no small jewelry tags please! The 1 inch tags are readily available at Walmart and office supply stores.

Front side of tag: Your ID Code
Item #
Price.

Back of Tag: Brief description of Item (coincide with item listed on Inventory Sheet)
Very Important: Your Price Tags and Inventory Sheets must agree.

Not needed this year

Supporting Props Needed: Small Christmas trees, small item display racks, riser racks, small folding table. Please let Becky or Carolyn know if you have such props.

Questions: If you have any questions about inventory sheets, price tags, scheduling or whatever, contact Becky Coffey (719-429-6152) or Julia (303) 931-6291

Thank You to ALL: It takes a Chapter to make a Bazaar