



Northlake Seamsters Creative Union

Northlake Unitarian Universalist Church

Sarah Grant, Craft Fair Contact: northlakesarahg@gmail.com

Thank you for your interest in participating in the Northlake Seamsters Creative Union Craft Fair 2022! It will be held on December 4th and 11th, after the Sunday Service at Northlake Unitarian Universalist Church, located at 308 4th Ave S, Kirkland, WA 98033. A drop-off session has been scheduled for Saturday, December 3rd in the NUUC sanctuary, 10:00am-2pm. If this time does not work for you, please contact me at the number below to schedule an alternative time. An additional item drop off time can be arranged for the second Sunday of the Craft Fair if required.

Care will be taken with your items while they are in the custody of the Northlake Seamsters Creative Union; however, NSCU assumes no liability for loss, theft, or damage to your items. If you are concerned, we encourage you to make arrangements with your own insurance company.

All sales will be handled by Northlake Seamsters Creative Union. You will receive 70% of the sale price for all commission sales, 30% will be retained. You will receive a check for your sales by January 31, 2023.

Should you choose to contribute the proceeds from your sales to the NSCU, please know that your donation is sincerely appreciated.

We have incorporated an Inventory Form and Tag/Sticker system and thank you in advance for completing the attached form BEFORE you bring your items to the church, and tagging your items accordingly. A completed sample inventory form and tags are provided below.

An Identifier Code is put in the top right corner of the **Inventory Form** (See example on next page). Your identifier code is your 3 initials (ex: Sarah M. Grant would be "SMG"). If you are donating the proceeds of your sales to the NSCU, your identifier code should be preceded by SCU (ex: "SCU-SMG"). Items being **donated** should be written on a separate Inventory Form from those you wish to receive sale proceeds. If you are submitting multiple quantities of the same item, please use the **Quantity Inventory** form. Files for both inventory forms are attached for your use. Inventory forms can also be picked up in the NUUC church office or at church the two Sundays prior to the item drop-off date (noted above).

Each item should have a **Tag** or **Sticker** with your Identifier Code, the Item Number and Price (see example on next page). Please have inventory forms and tags/stickers **completed** prior to dropping items off. **Consumables** items should have an ingredients list to avoid complications with allergies.

At the end of the Craft Fair on December 15th, any unsold items may be retrieved after 1:30pm. Artists' inventory forms will be processed at that time. Sales calculations are finalized once all payment confirmations are received; artists' payments will be mailed by January 20, 2020.

Please contact me if you have questions.

- Sarah Grant, northlakesarahg@gmail.com, 425-614-6831

Sample Inventory Form:



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IDENTIFIER CODE: SMG

(Your 3 initials)

2022 CRAFT FAIR INVENTORY LIST

NAME: Sarah Grant

PHONE: 425 - 614 - 6831

ADDRESS: 725 N 82nd St.

EMAIL: northlakesarahg@gmail.com

CITY, STATE, ZIP: Seattle, WA 98103

Each item should be marked with your Identifier Code (your 3 initials), the Item Number and the Item Price

*Prices of PERISHABLE items may be reduced at end of day to encourage sales

ITEM NUMBER	ITEM DESCRIPTION	ASKING PRICE	SOLD PRICE	NOTES
001	<i>Handwoven coin purse</i>	\$ 10.00		
002	<i>Chalice earrings</i>	\$ 20.00		

Sample Identifier for *Donated* Items:

Use SCU prefix + your 3 initials

IDENTIFIER CODE: SCU - SMG

Sample Item Tags or Stickers:

Sale Proceeds **Given to You**

SMG
201
\$ 3.00

Identifier Code

Sample

Quantity

Sale Proceeds **Donated**

SCU-SMG
202
\$ 2.00

Identifier Code incl SCU prefix

Inventory Form:



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2022 CRAFT FAIR QUANTITY INVENTORY LIST

(multiples of the same item)

NAME: Sarah Grant PHONE: 425 - 614 - 6831

ADDRESS: 725 N 82nd St. EMAIL: northlakesarahg@gmail.com

CITY, STATE, ZIP: Seattle, WA 98103

Each item should be Tagged with your Identifier Code (your 3 initials), the Item Number and the Item Price

*Prices of PERISHABLE items may be reduced at end of day to encourage sales

ITEM NUMBER	ITEM DESCRIPTION	ASKING PRICE	How Many Start Count	NOTES
201	Beaded chalice keychains	\$5.00	25	
			ENDING COUNT	
202	Chocolate-mint fudge	\$4.00	15 boxes	
			ENDING COUNT	
203	Mixed-berry jelly	\$4.00	10 jars	
			ENDING COUNT	
204	Candied popcorn	\$4.00	10 bags	
			ENDING COUNT	
			ENDING COUNT	