



Historical and Genealogical Society of Somerset County, Inc.

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Hello!

The Historical and Genealogical Society of Somerset County (HGSSC) is pleased to announce our inaugural Christmas Craft Shoppe at the Somerset Historical Center. The Shoppe will be held from Saturday, November 27 (Small Business Saturday) through Thursday, December 23, 2021. Local and regional crafters are invited to display and sell their work at the Shoppe.

- Only items handcrafted by the artist can be accepted. Resale items or merchandise that are mostly manufactured will not be considered. **We reserve the right to reject any items for any reason.**
- **Only items from smoke and pet free environments will be accepted.**
- We cannot accept any food items that are not made in a licensed facility.
- There is a **25%** commission to HGSSC for each item that is sold, so please adjust your prices accordingly.
- Items will be displayed as space allows. One 8-foot table will be provided to each vendor.
- Delivery / Set up dates are **November 18th through November 20th** from 10:00am – 4:00pm.
- When delivering your items to the Somerset Historical Center, please allow time for a staff member to review your inventory with you.
- Unsold items can be picked up during Historical Center open hours the week following Christmas unless other arrangements are made.
- HGSSC will make every effort to mail your commission check prior to the end of the 2021 calendar year. We will **NOT** have payments ready on December 23rd when the Shoppe closes.
- HGSSC will take every precaution to safeguard your items; however, our insurance will not cover loss or damage of any item.

An inventory sheet is attached. Please **print** as neatly as possible. Please fill in the first four columns and itemize each separate item. Your code for each unique item will be **your three initials and a number**. This code must be on the complete inventory sheets as well as on a tag for each of your items. This enables us to track sales and ensures that you receive appropriate sales credit. Below is an example of how to complete the form.

Item No & Vendor Initials	Item Description	Price Each	Quantity Shipped	Quantity Checked In	Quantity Sold	Quantity Returned	Total Due	Initials of Counter
<i>JLD-1</i>	<i>Angel</i>	<i>\$6.50</i>	<i>5</i>					
<i>JLD-2</i>	<i>Snowman</i>	<i>\$5.00</i>	<i>15</i>					

HGSSC staff members operate the Craft Shoppe, track sales, and pay the sales tax. Craft Shoppe hours are during the Somerset Historical Center regular hours, Wednesday to Saturday 10:00 am to 4:00pm.

To provide the largest variety of wares, **please RSVP as soon as possible** by emailing us at info@somersethistoricalcenter.org or call (814)445-6077. Please contact us if you have any questions or need additional accommodations. Feel free to share this information with other crafters and artisans. We look forward to working with you!

~HGSSC Staff