

# QC Mini Weekend Sales Room Application

## Instructions

Information is due no later than May 1, 2020.

There are three options for you.

**Option 1:** You may offer a special sale for our convention participants to buy directly from your website. This might include a discount coupon, free shipping, whatever you want!

**Option 2:** You may offer specific items for sale. If you decide to do this, it would be nice if those items were associated with the theme of the convention. These may be kits or finished products. They **MUST** be quarter scale. You may offer no more than 4 individual items on special. **PLEASE NOTE:** You may not change your offerings after the sales room is open. If you sell out, notify [Janet Smith](mailto:Janet.Smith@gmail.com) at [desertminis@gmail.com](mailto:desertminis@gmail.com) and we can mark your item as sold out, but you cannot substitute a new item.

**Option 3:** You may do both option 1 and option 2.

1. Fill in the information below.
2. Sales room listings must be submitted in a format that is suitable for cutting and pasting information into a webpage. You can include this information in an email or in a .doc file, but you cannot hand-write the information on a form and submit a picture or scanned copy of that.
3. Listings are due to [Janet Smith](mailto:Janet.Smith@gmail.com) at [desertminis@gmail.com](mailto:desertminis@gmail.com) by May 1st.
4. You may choose to send a photo to be used at the top of your sales table listing. You may want to include your logo, business card or a photo of you. Photos must be sent along with the application and must be sent as .jpg files and named in an identifiable way (e.g. DesertMinisLogo.jpg).
5. If you are offering specific items for sale, send one photo (two if you need to show front and back) of each item. Again, these must be sent as high resolution .jpg files and named in an identifiable way (e.g. DesertMinisCake.jpg)
6. Orders will be placed directly with you by the convention participants. It is your responsibility to reply to orders and to fulfill orders in a timely fashion.

**1. GENERAL INFORMATION (REQUIRED FOR ALL)** (please leave the headings in place and add your own info and then email the block of text so that I can cut and paste into the website.)

**Vendor Name:** Enter Your Name

**Business Name:** Enter Your Business Name if you have one

**Website Address:** Enter Your website address if you have one.

**Email Address:** Enter Your Email Address

**Payment Types Accepted:** Enter the Payment Types you accept

**2. WEBSITE LINKS OR SPECIALS OFFERED ON YOUR WEBSITE (Option 1)**

**QC Mini Weekend Special: Enter the Mini Weekend Special offered and how to obtain it (e.g. 10% discount by entering "QC2020" in the discount box upon checkout.)**

**3. SPECIFIC ITEMS ON SALE (Option 2) (Fill in the following text for each item offered. Send a separate email, please, with the text for each item and an attached (not inserted) .jpg file of the item. You may list up to four items, so that's four emails! Please leave the headings in place and add your own info and then email the block of text so that I can cut and paste into the website.)**

**Item Name: Enter the Name of the item (20 characters maximum)**

**Item Description: Enter the Item Description (80 characters maximum)**

**Price: Enter the Price of the Item**

**Quantity Available: Enter the number of items available for purchase.**

**Shipping (US): Enter US Shipping Costs**

**Shipping (Canada): Enter Shipping Costs to Canada**

**Shipping (Rest of World): Enter Shipping Costs to other Destinations**

**(NOTE: If you need to use a different set of shipping costs, you are welcome to...just use the format here. )**

**Payment Types Accepted: Enter the Types of Payments that You Accept**