

# MINI MART

## NAME Office

- I. Reviews Mini Mart applications and fees
- II. Prepares and mails Mini Mart contracts
- III. Accepts signed contracts and appropriate fees
- IV. Mails contract copies to Mini Mart Chair at appropriate time

## NAME Policy

- I. **Mini Mart application fee is determined by the Board of Trustees. The cost shall be approximately half of the cost of the main salesroom tables.**
- II. **Mini Mart shall be set at a separate time from the times when the Sales Room is open and in a separate room.**
- III. **Mini Mart shall be open up to 2 ½ hours.**
- IV. **Mini Mart requires ADVANCED APPROVAL by the Board of Trustees.**
- V. **A Mini Mart dealer must be a registered attendee of the Convention for which he/she is applying.**
- VI. **A Mini Mart dealer may only have participated as a dealer in a Mini Mart one previous time.**
- VII. **A Mini Mart dealer may only have participated in one previous Regional Houseparty as a dealer.**
- VIII. **A Mini Mart dealer must not have participated as a dealer at a NAME Convention in the past ten years.**
- IX. **All items on the Mini Mart dealer's table must be handcrafted by him/her.**
- X. **Mini Mart Dealers shall not sell merchandise at the Convention except at Mini Mart. Mini Mart Dealers may apply to participate in Roundtable Workshops.**
- XI. **The number of Mini Mart Dealers shall not exceed (15) fifteen.**
- XII. **Selection of Mini Mart dealers will be conducted by the Mini Mart Chair, Hosting Chair and the Sales Room Chair.**

## IMPORTANT REQUIREMENTS:

- ❖ **Applications must be postmarked by the application deadline.**
- ❖ **Applications Application must be accompanied by four copies of an 8 ½" X 11" colored collage of the applicants work.**
- ❖ **The Mini Mart Dealer may have one helper assisting behind the table.**
- ❖ **Mini Mart shall be open for approximately 2 hours during the Convention/Houseparty**

Mini Mart has traditionally been reserved only for the National Convention. Mini Mart is only open for approximately 2 hours during the Convention to showcase talented new miniaturists,

those who are just starting or returning to the miniature business. Specific guidelines are set above regarding who can and who cannot be accepted as a dealer at Mini Mart.

### **Before the Convention:**

Find out and inform the Mini Mart Dealers of the information they will need for an itinerant sales tax license for the state and or city/count. Many times this can be done by simply summarizing the information and then giving them the online link to the page for applications.

### **At the Convention:**

Mini Mart is treated the same as the Sales Room in that there are almost always charges for the electricity for each table (hotel may charge not only for the electrical boxes, but for the setup as well). Hotels also may charge for tables, draping, microphones, etc. Expenses for table signage are usually shared with the Sales Room line item as committees normally decide they have a Mini Mart after their budget has been approved. *Be sure to check with both the Hosting Chairman and the Sales Room Chairman*

### **During Set Up**

- I. The hotel, including the sales room, must be handicapped accessible.
- II. The Mini Mart Chair should make certain that the dimensions given on the floor plan furnished by the hotel are accurate. The best way to do this is to take a measuring tape to the hotel and measure it personally. It has been our experience that the dimensions furnished by the hotel are frequently inaccurate and a few inches can make a great deal of difference in a sales room. Mark the location of all electrical outlets and any support columns within the room and against the walls.
- III. Mini Mart Dealers are usually provided six foot tables. When it is necessary to place 3 tables side by side with no egress except on the ends, attempt to place a dealer using two tables with a dealer using one table so the table in the center is not occupied by a dealer who cannot readily get around to the front of their table.
- IV. Copies of the floor plan should be prepared and given to the Operations Chair, who gives them to the hotel contact for use by hotel personnel in setting up the rooms. Be sure to explain that the setup must be exactly as indicated, including sizes of tables, and width of aisles. The floor plan should indicate where the electrical outlets are located. Plan to be at the hotel early enough to check the layout personally before Mini Mart Dealers arrive.
- V. Check with Operations to determine when the rooms will be set up. If the hotel has no function scheduled in the room to be used on the evening before the hotel staff usually sets the tables up at that time. However, frequently, the room is set up during the night or very early in the morning. Whenever this is done, the Mini Mart Chair should be present, or at least arrive before the setup is completed and the staff has disappeared, as almost always there are mistakes. It is beneficial to be present during the night while the room is being set up, at least for a little while.
- VI. Pre-plan your electrical needs with the hotel. Make up a list of questions and have the Hosting Chair or Operations Chair get the answers for you when they meet with the

hotel staff. In some hotels, the outlet cords are dropped from the ceiling and some have outlets in the floor. Some provide heavy-duty outlet boxes with long cords. These cords must be taped to the floor carefully to avoid accidents. The hotel will have specific requirements for taping.

- Make sure you know if you are provided free electricity or must pay for it. If you pay, get details on how much and how to figure the amount you are using as it is part of the sales room budget.
- VII. Plan which door will be used for entry and exit to the sales room. It is wise to open only one door, although two entries can be provided.
- VIII. The Operations Chair will coordinate with the hotel to arrange for ice water in the room.
- IX. Be security conscious. Someone should be stationed at each door, to help if necessary and to insure that no one enters the Mini Mart room without a dealer badge. A few badges should be available which are marked "TEMPORARY" as sometimes dealers bring helpers just for the purpose of carrying in merchandise. These people should leave immediately after depositing the boxes at the dealer's table.
- Helpers must be registered Convention/Houseparty guests.
  - A spouse, friend, or bellman that is not registered at the Convention/Houseparty cannot help with the set-up and must leave after depositing the boxes. Have a badge system that identifies these temporary people.
- X. Station committee members or trustworthy volunteers in shifts to monitor the door. It is important to be alert at setup time, as there are always people who attempt a "Sneak Preview."
- XI. Any report of stolen merchandise should be reported to a Board member. Only the Mini Mart Chair or their delegated assistant is authorized to make announcements. The preferred announcement for alerting Mini Mart dealers is: **“Dealers, please be alert. We have had a theft reported.”**

### **Assigning Mini Mart Dealer Location**

- Assign Mini Mart dealers to your floor plans.
- Carefully position them so that you do not have two dealers next to or across from each other with the same type of merchandise, such as lace and trims, building supplies, etc.
- Wherever possible, respect requests for placement by dealers.

### **Obtain Tax Charts**

- I. Contact your local tax authorities to obtain copies of tax charts for each dealer.

### **Tax Envelopes**

- If taxes are to be submitted by NAME under a blanket license, prepare envelopes for each dealer to submit their tax information and payment and a three-part receipt form.

### **Oversee Mini Mart Room**

- I. The Mini Mart Chair should always be free to circulate and handle any problems that arise.

### **Souvenir Book Listing**

- I. Prepare floor map of Mini Mart room and dealer locations and give to Souvenir Book Chair for inclusion in Souvenir Book. It is helpful to have an alphabetical as well as a numerical list. This helps registrants find dealers.

### **Dealer Shipments**

- I. Mini Mart dealers are responsible for making arrangements for any merchandise they ship to and from the hotel. Please verify whether the hotel will charge for storage and let the dealers know so they are prepared to pay any fees.

### **Plan for Emergencies**

- I. Know who, and how, to contact hotel staff in case of emergency. Know where the emergency exits are.

### **After the Convention/Houseparty**

Submit a written summary with recommendations to the Hosting Chairman.



# Mini Mart

## For National Convention

Mini Mart is a special small sales room only open about two hours during the Convention, showcasing talented new miniaturists, those who are just starting in or returning to the Miniature business. This is the place to check out new faces that might hit the big time someday, or to find some of those very talented people who rarely sell their work. You may see people in Mini Mart that you will never see anywhere else, ever again.

If you are thinking about applying, here is the information you need:

- You must be a registered attendee of the National Convention.
- All items on your table must be handcrafted by you.
- You must not have sold in a NAME National main Sales Room in the past ten (10) years.
- You shall never have participated as a Dealer in a Regional Sales Room more than one time.
- You shall not have been a Mini Mart dealer more than one time in the past.

To apply email the application, and pictures to [kim@miniatures.org](mailto:kim@miniatures.org). There is no fee to apply electronically. Your application and picture page will be uploaded to a secure cloud location for the selection committee to review.

If you choose to mail your application and pictures, please include a \$5 processing fee. You may either send a check or money order to the address below or pay via PayPal to: [name@miniatures.org](mailto:name@miniatures.org) Be sure to include description of payment with check or PayPal. Your application and picture page will be scanned and uploaded to the cloud for the selection committee to review.



For PayPal payment: send to [name@miniatures.org](mailto:name@miniatures.org) with a memo of "Mini Mart App"

(Do not send Table Fee with application, only application fee if using mail.)

NAME Mini Mart

P.O. Box 69, Carmel, IN 46082

### Mini Mart Dealer Application

Name \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_



Charge Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_

National Association of Miniature Enthusiasts 20-- National Convention City, State

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