

## 2008 DANCE FLURRY FESTIVAL

Hudson-Mohawk Traditional Dances, Inc.  
dba DanceFlurry Organization

Festival Sales  
1114 Goldfoot Road  
Scotia, N.Y. 12302

Dear Performer:

The Flurry provides a Festival Sales Table as a service to scheduled performers. We sell your Tapes for \$10, CD's for \$15, and Music Books at your price. We collect 10% of your total sales as a donation to the Flurry to offset festival costs.

**Note:** All Performers must handle their own NYS & local sales tax reporting.

### PRE-FESTIVAL:

- Please print out and use our inventory form to list ALL the items you plan to bring. PRINT NEATLY. (Share blank forms with other members of your group, if they have merchandise to sell.)
- List Items by **Type** (CD, Tape, Book/Other), **Title**, and the **exact Number** and **Price** of each item you bring.
- Mail in the completed form to arrive by the **DEADLINE of FEBRUARY 1, 2008** -- be sure to **include your Name, Address, Phone and E-mail** on the form.

Please use the attached form, or the online form (found at [www.danceflurry.org/festival/performer\\_sales.html](http://www.danceflurry.org/festival/performer_sales.html)). If you have problems with either form, you may e-mail a list of your merchandise with your name, address, phone and e-mail to: **performersales@danceflurry.org** (with a cc to [grandmaani@yahoo.com](mailto:grandmaani@yahoo.com)), **no later than Friday, February 1st, 2008**. We will send a confirmation when the list is received. (Form available at [www.danceflurry.org/festival/salesform.html](http://www.danceflurry.org/festival/salesform.html))

**Note:** Sending your inventory list early enables us to set up an inventory sheet in your name and update info in our database. We will assign you an inventory number (may not be the same as last year's). Then, when you arrive, we will be able to check-in your merchandise in a timely manner.

### CHECK-IN PROCEDURE ON ARRIVAL:

- Drop off your inventory at the Festival Sales, in the **Saratoga Hotel Gallery, during the times listed below**.
- Once checked in, please sign up for a *Check-out* time (**check out** is between 4:00 and 7:00 pm on Sunday).

**Inventory Check-in times** (other times only by special arrangement):

Friday, February 15, 2008 from 5 pm - 8:00 pm

Saturday, February 16, 2008 from 9 am - 12 noon & 1pm - 3 pm (for latecomers)

**We will keep track of your sale items during the festival weekend. Items are locked in a secure room overnight.**

Due to limited space and security, please *leave only the amount of product that you expect to sell* (24 to 30 units - or one case of any one CD or tape). The highest volume of sales occurs immediately following a performance. You may wish to check with the Festival Sales table just before you perform, to make sure that we have an adequate inventory of your goods. Sunday sales usually increase because attendees have had a chance to listen to your music and want to buy before they leave.

### CHECK-OUT PROCEDURE:

- Pick up your remaining inventory at the time you have chosen to check-out.
- Be considerate -- do not ask to be checked out earlier than you previously requested.
- At Check-out, we will reconcile our record of sales with your inventory list and ask that you sign to acknowledge receipt of your remaining inventory and the money due to you.

If you need to leave the Flurry earlier than Sunday 4 pm, please let us know in advance, so that we can have your goods and your sales sheet completed and ready for you to take. **Please note that the Festival Sales Table will close for sales at 5pm on Sunday.**

Thank you for your cooperation. We look forward to working with you and to another GREAT Flurry. If you have any questions please call or e-mail us.

Sincerely,

Janet Palmer (518) 399-3010 -- [dulcimerduo@aol.com](mailto:dulcimerduo@aol.com)  
Noralee Itchoak -- (518) 372-1185