



34th Annual Santa's Craft Castle

Juried Arts & Craft Show

Saturday, November 18, 2017 (9:00 am - 4:00 PM)

EISENHOWER HIGH SCHOOL, 6500 25 Mile Rd., Shelby Township, MI., 48316

FOR OFFICE USE ONLY LAST NAME _____
Booth # _____

EXHIBITOR'S APPLICATION (NO Buy / Sell merchandise permitted) Application Deadline: Oct 1, 2017 or until show is filled. No refunds after Sept 15, 2017

FOR OFFICE USE ONLY
DATE RCVD _____
'16 Booth # _____
CHECK # _____

SECTION #1

Crafter's Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Home phone () _____ Cell phone () _____

E-mail address _____ Number of Crafters Attending _____

New Crafter '16 Returning Crafter

Do you require a Handicap parking space? Y or N (Must show current State of MI handicap permit at Check-in area in parking lot & display in car)

SECTION #2

SPACE REQUEST:	I would like to reserve:	TOTALS:
<input type="checkbox"/> ONE 6' x 12' space	\$100.00	\$
<input type="checkbox"/> TWO 6' x 12' spaces (maximum 2 - 6' x 12' spaces per crafter)	\$200.00	
<input type="checkbox"/> ONE 6' x 12' space & ONE TRADITIONAL END (6' x 12' space with TWO "shopping sides")	210.00	
<input type="checkbox"/> TRADITIONAL END 6' x 12' space (very limited) *Some Electrical - TWO "shopping sides"	110.00	
<input type="checkbox"/> PREMIUM END 6' x 12' space (very limited) *Non-Electrical - THREE "shopping sides"	120.00	
<input type="checkbox"/> ONE 3' x 24' space (very limited)	110.00	
<input type="checkbox"/> ONE 4' x 18' space (very limited)	110.00	

TABLES:	I would like to reserve:	TOTALS:
<input type="checkbox"/> ONE 6 ft table (for any sized space reserved)	\$10.00	\$
<input type="checkbox"/> TWO 6 ft tables (for any sized space reserved)	\$20.00	
<input type="checkbox"/> THREE 6 ft tables (For two 6' x 12' OR one 3' x 24' space/s only)	\$30.00	

ELECTRICITY:	I would like to reserve:	TOTALS:
<input type="checkbox"/> Electricity - One space reserved (one 3 prong outlet-Limited & Subject to Availability)	\$10.00	\$
<input type="checkbox"/> Electricity - Two spaces reserved (one 3 prong outlet-Limited & Subject to Availability)	\$20.00	

EXTRAS:	TOTALS:
Website: _____	\$
<input type="checkbox"/> Website address on Santa's Craft Castle Website \$20.00	

LATE APPLICATION PROCESSING FEE:	TOTALS:
<input type="checkbox"/> For ALL applications submitted/postmarked after 10-1-17 deadline. Applications received after this date without fee will not be accepted.	\$

GRAND TOTAL DUE: \$ _____

SET-UP: This is used to set arrival times (arrival times begin at 6am)
I need hour(s) minutes to unload my crafts & set up display

SECTION #3

◆ **MEDIA LIST:** (Please check all that apply to the merchandise you intend to sell)

Art Media-note media used: _____

<input type="checkbox"/> Aromatherapy/Soaps	<input type="checkbox"/> Furniture	<input type="checkbox"/> Painting / Drawing
<input type="checkbox"/> Candles	<input type="checkbox"/> Glass / Stained glass	<input type="checkbox"/> Painting: China, Porcelain, Glass
<input type="checkbox"/> Ceramic / Pottery	<input type="checkbox"/> Handbags	<input type="checkbox"/> Photography
<input type="checkbox"/> Clothing-type: _____	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Seasonal items
<input type="checkbox"/> Fabric	<input type="checkbox"/> Knitting / Crochet	<input type="checkbox"/> Soft fabric sculpture
<input type="checkbox"/> Floral	<input type="checkbox"/> Metal Art / Sculpture	<input type="checkbox"/> Needlework / Quilting
<input type="checkbox"/> Other - Please list: _____	<input type="checkbox"/> Wood - finished	

◆ **BRIEF DESCRIPTION** of process or materials used: _____

◆ **PHOTO REQUIREMENTS:**
A "set" of photos are required for each type of media you wish to sell. (selected above)

- ▶ All photos must be NO smaller than 3" x 5" in size.
- ▶ Each "set" of photos must include:
 - 1 Close-up photo of each craft item (media). (Showing quality/variety/uniqueeness of your merchandise)
 - "Work in Progress" photos of each craft media. (Showing all media at different stages of completion)
 - Picture of Booth / Display

◆ **RECEIPT REQUIREMENTS:**

- ▶ "Recent" receipts for "basic materials"
(Dated within last 8 months & Basic materials = Supplies to make your craft)
- Receipts must represent the volume of your business (ie. 3-4 Large quantity purchases or numerous smaller receipts) AND represent the full spectrum of all of "basic materials" you use to create all of your crafts.

◆ ALL DOCUMENTS & FEES MUST BE SUBMITTED WITH YOUR APPLICATION OR IT WILL NOT BE CONSIDERED FOR THIS SHOW

In order to be considered for our show, you must send in the ALL of the following items:

- ➔ 1) This completed, signed (both sides) Application / Rules & Regulations contract.
- ➔ 2) Required photos * See Photo Requirements in Section #3.
- ➔ 3) Recent (within last 8 months) receipts for "basic materials" (supplies to make your craft). Receipts should be representative of the volume of your business (ie. 3-4 Large quantity purchases or numerous smaller receipts)
- ➔ 4) Check / Money order or Cashiers check, Payable to: Eisenhower Instrumental Music Boosters
- ➔ 5) Agree to donate. I agree to donate a craft item (or cash equivalent) to the Craft Raffle (\$15 value)

Send to:
Santa's Craft Castle
53235 Hawald Dr. Shelby Twp., MI 48316
ikesantascraftcastle@gmail.com
www.santacraftcastle.com

I, the undersigned, understand and will abide by the rules and regulations set forth in this document (Application - front and Rules & Regulations Contract - back) for the 2017 Santa's Craft Castle arts & craft show and pledge that all of the items displayed in my booth are disclosed above and are made by the crafter hereafter named.

Signature: _____

Date: _____



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EISENHOWER HIGH SCHOOL, 6500 25 Mile Rd., Shelby Township, MI., 48316

Rules & Regulations Contract

(ABSOLUTELY NO Buy / Sell merchandise permitted)

Application Deadline: October 1, 2017 or until show is filled. No refunds after Sept 15, 2017

Under this Contract:

Promoter / Instrumental Booster's agree:

- 1) To promote and publicize Santa's Craft Castle Arts & Craft Show locally and in major publications, community tv ads, statewide craft brochures.
- 2) To provide contracted space and to honor annually accepted returning crafters' same booth requests for applications received by **March 1, 2017** reserving the right to modify requests in the best interest of the show.
- 3) To provide 2 chairs for 1 booth and 3 chairs for 2 booths reserved.
- 4) To provide 6 ft. tables to those who request and pay the additional fee for them.
- 5) To provide electricity, where available, to those who pay the additional fee. Electricity is not a guarantee, fee will be refunded, on the day of the show, if electricity is not available.
- 6) To provide student and/or adult volunteers to help with unloading & loading vehicles if assistance is needed. Volunteers & students are not allowed to help set up booth displays.
- 7) To provide specially designated crafter parking. Handicapped parking is available, must request it on application and provide current state of MI handicap permit upon check-in.
- 8) To provide the crafter with one breakfast coupon (complimentary cup of coffee and choice of doughnut or bagel) for use between 7:30-9:00 am. Student runners will be available to take your orders and deliver to your booth.
- 9) To provide specially designed advertisement cards to promote those crafters that donate a craft (\$15 value) to the Craft Raffle.

Exhibitor agrees:

- 1) All items to be sold must be handcrafted (at least 80%) by the crafter, with the exception of a maximum of 10% of "raw materials" and/or display components. **No buy-sell, imported, wholesale handcrafts or commercially manufactured items will be permitted. Non compliance of this term could result in the dismissal of the exhibitor from the show, without refund and not be invited back.**
- 2) The crafter/exhibitor must sell only items submitted for jury review. Any craft items added after the original jury process must be submitted for additional jury review in the same manner as the original crafts. Submit new craft information and all required photos (section #3 of application) no later than October 1st.
- 3) To be responsible for collecting their own MI sales tax.
- 4) Inappropriate (vulgar, offensive or indecent) merchandise is not permitted. Questionable items will be removed upon request of show management.
- 5) After unloading, all crafter vehicles must be moved to designated crafter parking and remain there until after 4:00 pm.
- 6) To display, sit and sell merchandise within the boundaries of the rented space only and to provide floor length table covers.
- 7) To be present and **completely set up by 8:30 am** (1/2 hour prior to the start of the show). If your booth is not occupied by 8:00 am, it may be forfeited with no refund or allowance whatsoever. 2 persons allowed in single booth area and 3 people allowed in double booth areas.
- 8) To remain at the show and not dismantle booth until after 4:00 pm (the close of the show).
- 9) *Electrical Booths must provide their own 25' 3 prong extension cord with ground to access electricity. Any demonstration tools or equipment will be subject to safety and code approvals, which proof is the responsibility of the crafter. Outlets are clearly marked for each individual booth use. **ABSOLUTELY NO** sharing electricity with other booths.
- 10) To cooperate in maintaining a hazard free, safe and harmonious nature of the show: No open flames, extending outside of designated booth space, shifting designated booth space outside of marked area, occlusion of aisles, no smoking on school property, etc.
- 11) To not sell their booth space, electricity, raffle tickets, hold their own raffles or sell baked goods that can be eaten at the show.
- 12) To clean and vacate the booth by 6:00 pm, including disposal of all trash. **\$25 late departure fee charged those remaining after 6pm.**
- 13) Any and all property of the crafter / exhibitor is the sole responsibility of the crafter /exhibitor during unloading, loading and while on the premises.
- 14) Grants media release of the supplied photos, excluding "in process" photos, photos taken on the show date, name, website information and other materials to be displayed for promotional purposes including, but not limited to, the Santa's Craft Castle website and handout brochures.
- 15) **I understand and agree to donate a craft item (or cash equivalent) for the Craft Raffle (\$15 value).**
- 16) **I agree to be courteous and respectful to all adult and student personnel that are volunteering their time to assure a successful show. This is an acceptance factor in future show participation.**
- 17) A \$25.00 cancellation fee will be held from all refunds.

Release:

I, the undersigned, waive any and all claims and all rights for damage released against Santa's Craft Castle, Eisenhower High School/Utica Community Schools, the Instrumental Boosters, show management/promoters or their agents/representatives, volunteers, successors and assigns of any responsibility for damage to or loss of equipment, artwork and bodily harm which may arise from participating in this event.

Signature: _____

Date: _____

* New or Updated Rules & Regulations