

# 38th Annual Eisenhower Instrumental Music Craft Castle

Arts & Crafts Show

Saturday, March 26, 2022

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: February 1, 2022 or until show is filled. No refunds after January 15, 2022

FOR OFFICE USE ONLY

DATE RCVD \_\_\_\_\_

'19 Booth # \_\_\_\_\_

CHECK # \_\_\_\_\_

## SECTION #1

Crafter's Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_ Number of Crafters Attending \_\_\_\_\_

\*required

New Crafter  '19 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) <b>*Some Electrical</b> - TWO "shopping" sides	110.00
<input type="checkbox"/>	PREMIUM END 6' x 12' space (very limited) <b>*Non-Electrical</b> - 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 <b>any sized</b> space reserved)	\$10.00
<input type="checkbox"/>	TWO 6 ft tables (for <b>any sized</b> space reserved)	\$20.00
<input type="checkbox"/>	THREE 6 ft tables (For <b>two</b> 6' x 12' OR <b>one</b> 3' x 24' space/s only)	\$30.00
		\$

ELECTRICITY:	I would like to reserve:	TOTALS:
<input type="checkbox"/>	Electricity - <b>One space reserved</b> (one 3 prong outlet-Limited & Subject to Availability)	\$10.00
<input type="checkbox"/>	Electricity - <b>Two spaces reserved</b> (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 <b>after 21-2022 deadline</b> Applications received after this date without fee <b>will not</b> be accepted.	\$20.00	
		\$

**GRAND TOTAL DUE:** \$ \_\_\_\_\_

## 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"/> Knitting / Crochet    | <input type="checkbox"/> Soft fabric sculpture             |
| <input type="checkbox"/> Fabric               | <input type="checkbox"/> Metal Art / Sculpture | <input type="checkbox"/> Wood - finished                   |
| <input type="checkbox"/> Floral               | <input type="checkbox"/> Needlework / Quilting |  |
- Other - Please list: \_\_\_\_\_

◆ **BRIEF DESCRIPTION** of product(s) to be sold

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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

## In order to be considered for our show, you

- ➔ 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**  
 2722 Benedict Lane, Shelby Twp., MI 48316  
[ikesantascraftcastle@gmail.com](mailto:ikesantascraftcastle@gmail.com)  
[www.santacraftcastle.com](http://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 2019 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: \_\_\_\_\_

# 38th Annual Eisenhower Instrumental Music Craft Castle

Arts & Crafts Show

**Saturday, March 26, 2022 (9:00 am - 4:00 PM)**

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

## Rules & Regulations Contract

**(ABSOLUTELY NO Buy / Sell merchandise permitted)**

Application Deadline: February 1, 2022 or until show is filled. No refunds after January 15, 2022

### Under this Contract:

#### Promoter / Instrumental Booster's agree:

- 1) To promote and publicize the Craft Castle Arts & Craft Show locally to ensure sufficient public awareness.
- 2) To provide contracted space and to honor annually accepted returning crafters' same booth requests for applications received by November 1, 2021 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 included in this application.
- 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