Anchor Bay High School 4th Annual Craft and Vendor Show 2019 Application

Show Date: **Sunday, December 8, 2019**

Applications will be accepted until November 22, 2019 or until our 186 spaces have been filled.

No exceptions will be made. Please do not email after the deadline requesting space.

BEFORE APPLYING, PLEASE NOTE:

* Only one vendor of each national brand will be allowed, and approval will be based on application/payment date.
* Based on required product description, we will also limit the number of duplicate/similar offerings.
* Space reservations are not final until both application and payment are received AND approved. Approval letters will be emailed or mailed.
* This is a high school fundraiser coordinated by limited school personnel and parent/student volunteers. ABHS’s office staff is NOT responsible for this event nor providing information regarding applications/inquiries.

\*\*\*PLEASE TYPE OR PRINT CLEARLY\*\*\*  I am a returning crafter  I am new to this show

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For approval letter delivery/additional event correspondence, please provide either an email or mailing address. If you provide both, we use email as out means of communication. If you want to copy of the approval letter mailed,

**you must provide us a Self-Addressed Stamped Envelope**

Email (PLEASE BE CLEAR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product Category: Circle up to three categories that best represent your work

Jewelry (state type/material) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Children’s Items Home Décor/ Accessories

Apparel Pet Items Outdoor/Garden Metalwork/Leather

Fashion Accessories Fabric/Quilts/Needlework Woodwork/Furniture Calligraphy/Paper Craft

Knitting/Crochet Food/Mixes/Candy Photography Aromatherapy/Candles/Bath

Ceramics/Clay/Glass Painting/Drawing Sculpture Charity (handmade only)

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your product(s) in no more than 10 words clearly and succinctly describe your offerings):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Sizes and Fees

NO CASH ACCEPTED; make checks payable to Anchor Bay Schools; $35 charge on any returned check; $10 cancellation fee before 11/30; no refunds after 11/30.

# of 10 x 6 spaces requested: \_\_\_\_\_\_ x $50 each = \_\_\_\_\_\_

# of table rentals: \_\_\_\_\_\_ x $10 each = \_\_\_\_\_\_

Wall space (limited quantity)  yes  no if yes, add $5 = \_\_\_\_\_\_

Electricity (limited quantity)  yes  no if yes, add $5 = \_\_\_\_\_\_

Total Enclosed: = \_\_\_\_\_\_

Special Requests/Needs (we will do our best to honor requests based on application date):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I have read the liability clause and accept full responsibility for loss, injury, or damage to persons or property.
* I understand that I am expected to donate ONE item to the Crafter’s Raffle.
* Please email me ABHS craft show flyers to display at other craft shows and events.

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

**IMPORTANT: Your signed application signifies your agreement to the following:**

TERMS of PARTICIPATION

**Anchor Bay High School**

**6319 County Line Road**

**Fair Haven, MI 48023**

**SET-UP/TEARDOWN:** On Sunday, December 8, vendors may begin unloading and setting up at 8am. Please do not arrive before 8am (entry doors will be locked to anyone other than event volunteers). The show will begin at 10am and will conclude at 3pm. We ask that you do not dismantle your display until the show ends at 3pm; doing so may result in our rejection of your application for next year’s show.

**PARKING:** Plenty of free parking is available. Vendors will be required to move cars to the South Lot after unloading. Main Lot and North Lot parking is for Craft Show attendees only.

**ASSISTANCE and RELIEF:** Student volunteers will be available to help with unloading and loading. They will also assist with providing relief for breaks/lunch. If you would like them to take and deliver your lunch order, you will have a request sheet in your welcome envelope. Please have small bills ready.

**FOOD:** Tickets for ONE free donut and ONE free coffee will be part of your welcome envelope and can be used until 11am. Limited lunch and snack items will be sold until 2:30pm.

**EXHIBITORS:**

* You are responsible for your own Michigan State Sales Tax
* Please leave your space clean at the conclusion of the show
* You are not permitted to sell/facilitate your own raffle

**COMPLETED RESERVATIONS:** Signed contracts must be accompanied by a check or money order for the full amount. Checks to be made payable to Anchor Bay Schools. A $10 cancellation fee will be held from all refunds until November 30. NO REFUNDS will be made after November 30. Anchor Bay High School’s Student Activities Office Personnel reserve the right to final approval of all merchandise and displays. Items not suitable for a school atmosphere are not acceptable.

**ADVERSTISING:** A combination of print ads, school/community communications, social media posts, and flyers will be used to advertise our show. Visit our FB Page, “Anchor Bay High School Craft Show,” and share our event information.

**RELEASE OF LIABILITY:** Vendors accept full responsibilities for any loss, injury, and damage to persons or property that may be sustained while on the premises. Anchor Bay Schools will not held responsible for any damage, theft or loss of displays and/or work, nor can we assume responsibility for injury to any show participant. Any and all claims must be waived and all rights for claims for damage released against Anchor Bay Schools, show management, or volunteers.

**ABHS’ RESPONSIBILITIES UNDER THIS AGREEMENT:**

* We will furnish contracted space, reserving the right to modify requests in the best interest of the show. We will do our best to ensure that reasonable requests are granted and spaces assigned in a way that is beneficial to all.
* We will actively promote and advertise the show using a combination of print ads, school/community communications, and social media posts.
* We offer volunteers to assist with set-up/tear down and as relief. Volunteers are not available to cover spaces for extended periods of time.

OTHER

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Please send emails to anchorbayhighschoolcraftshow@gmail.com.