

26th Annual  
Chippewa Valley High School Band Boosters

# HOLIDAY CRAFT FAIR

Saturday, November 9, 2019 • 9:30 a.m. – 4:00 p.m.



## CRAFTER APPLICATION

Application Deadline: September 23, 2019

I'm a returning crafter     I'm a new crafter

Crafter Name(s) \_\_\_\_\_ Business Name (if different) \_\_\_\_\_

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

Phone number \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Website \_\_\_\_\_

### CRAFT CATEGORY\* (Circle up to three categories that best represent your work)

Jewelry (state type/material) _____	Children's Items	Home Décor and Accessories
Apparel	Pet Items	Outdoor/Garden
Fashion Accessories	Fabric/Quilts/Needlework	Woodwork/Furniture
Knitting/Crochet	Food/Mixes/Candy	Photography
Ceramics/Clay/Glass	Painting/Drawing	Sculpture
Other (specify) _____		

Describe your product(s) \_\_\_\_\_

\*Please Note: We **DO NOT ALLOW** buy/sell merchandise! All work must be handcrafted by the vendor! Violators will be asked to remove merchandise and/or leave the show without refund, and will not be invited back!

### BOOTH SIZES & FEES\*\*

____ 10 ft. x 6 ft. standard space: \$65.00	<b>Table Rental</b> (8 ft. x 30 in.): \$10.00 ea. <input type="checkbox"/> Yes <input type="checkbox"/> No    How many? _____
____ 10 ft. x 6 ft. end cap: \$75.00 (limited qty.)	<b>Electricity:</b> \$5.00 <input type="checkbox"/> Yes <input type="checkbox"/> No    How many? _____
____ 10 ft. x 6 ft. corner: \$75.00 (limited qty.)	Applications postmarked <b>after September 23, 2019</b> add \$10.00 _____
____ 20 ft. x 6 ft. double space: \$110.00	<b>Special requests/needs</b> (we will do our best to honor requests on a first-come, first-served basis): _____
2018 Booth No. (if known) _____	
<input type="checkbox"/> I have read the liability clause and accept full responsibility for loss, injury or damage to persons or property. Your signed application signifies your agreement to our Terms of Lease.	
<input type="checkbox"/> I would like to donate a product to the crafter's raffle.	
<input type="checkbox"/> Please email me CVHS craft show flyers to display at other craft shows & events.	
<b>TOTAL ENCLOSED:</b> \$ _____    Make checks payable to: Chippewa Valley Band Boosters	
<b>Signature</b> _____	<b>Date</b> _____

**Photos required with application:** Photo(s) of your product(s), your work in progress, and your booth set up as it will look on show day. Photos can be emailed to [cvhsbandprogram@gmail.com](mailto:cvhsbandprogram@gmail.com).

**Questions?** Please direct any questions to: [cvhsbandprogram@gmail.com](mailto:cvhsbandprogram@gmail.com) or call or text Sue Crego at 586-214-5151.

**Mail application, photos, and payment in full to:** CVHS Band Boosters, c/o Sue Crego, 15322 Olympic Dr., Macomb, MI 48044

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

## **TERMS OF LEASE**

### **Show Location:**

Chippewa Valley High School  
18300 Nineteen Mile Road  
Clinton Township, MI 48038

### **DO NOT MAIL OR BRING YOUR APPLICATION TO THE SCHOOL**

#### **RELEASE OF LIABILITY:**

Exhibitors accept full responsibility for any loss, injury and damage to persons or property that may be sustained while on the premises. Neither the Chippewa Valley Band Boosters nor Chippewa Valley High School will be 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 Chippewa Valley High School/Chippewa Valley School District, the Chippewa Valley Band Boosters, show management, representatives' volunteers, successors and assigns for all injuries and/or losses suffered at the show, or which may arise from traveling to, participating in, or returning from this event.

#### **OUR RESPONSIBILITY 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 requests are granted and booths assigned in a way that is fair and beneficial to all.
- We will actively promote and advertise the show using a combination of print ads, media releases, social media, school and community cable stations, email, and any free and public promotional help we can utilize.
- We offer student and/or adult volunteers to assist with loading and unloading **ONLY** during set-up/tear down, and booth sitting, if desired. We pride ourselves on the level of service we offer to our exhibitors.

**SET-UP/TEAR DOWN:** Saturday, November 9, 2019 - 7:15 a.m. until 9:15 a.m. Please do not arrive prior to 7:15 a.m., the entry doors will be locked until that time. The show will start at 9:30 a.m. sharp and will end at 4:00 p.m. We ask that you **DO NOT** dismantle your display until the show ends at 4:00 p.m.

**RELIEF INFORMATION:** Relief volunteers will be available to you should you need to take a break or eat lunch.

**EXHIBITORS:** Exhibitors are responsible for their own Michigan State Sales Tax. Since we are a 501c3 charitable organization, any donation over and above the standard booth rental may be tax deductible; please consult your tax professional for details and specific tax advice. Please leave your booth area clean at the end of the show. There shall be no raffles allowed or tickets sold by the exhibitors. Anyone doing otherwise will not be asked to return to our show.

**BOOTH RESERVATION:** Signed contracts must be accompanied by a check or money order for the full rental amount. Checks to be made payable to: **Chippewa Valley Band Boosters. A \$10.00 cancellation fee will be held from all refunds. Late fee is non-refundable. NO REFUNDS will be issued for cancellations made after November 1, 2019.** The Chippewa Valley Band Boosters reserve the right to final approval of all booth merchandise and displays. Any exhibitor selling non-handcrafted items will be asked to remove the items from their booth and will not be asked back to exhibit at future shows. **We DO NOT accept exhibitors with buy/sell merchandise.**

**PARKING:** Plenty of free parking will be available. Exhibitors will be asked to park in a designated parking area after load-in. **It is very important that exhibitors move their cars to the designated parking area after unloading. We want to make it as convenient as possible for the attendees to park, especially in our convenient handicapped spots.**

**FOOD:** A ticket for a free muffin and juice or coffee will be distributed with your exhibitor check-in packet on the day of the show and may be used from 7:15 a.m. until 9:15 a.m. in the cafeteria. Lunch and snacks will be sold in the cafeteria until 3:00 p.m.

**ADVERTISING:** A combination of print ads, school/community cable stations, social media, flyers, posters, street signs, and more. Please visit our Facebook page, '**Chippewa Valley Band Boosters Craft Show**', and advertise your craft. Be sure to send the link to all your family and friends.

Included with this Terms of Lease is our Crafter Registration Form. We hope you will participate and make our craft show a success. Please return your registration form and payment in full as soon as possible as there will be a limited number of exhibitors who can be accommodated. **Confirmation and craft show flyers will be emailed to you if/when your reservation is accepted. Your booth location, a parking map, and additional information specific to each exhibitor will be emailed just prior to the show.**

**Please E-MAIL any questions to: [cvhsbandprogram@gmail.com](mailto:cvhsbandprogram@gmail.com)**

**Text or call: Sue Crego at (586) 214-5151**

**– PLEASE CHECK IN AT THE ENTRANCE DESIGNATED IN YOUR CONFIRMATION LETTER –**