

2017 Napoleon Craft Fair Application

Presented by AIMS, the parent group of Napoleon Middle School

Applicant agrees to participate in the 2017 Napoleon Craft Fair, to be held on SATURDAY DECEMBER 9th: 9 am – 3pm at the Napoleon Schools. Please complete and return the application.

Application Deadlines: Friday, October 27th for returning vendors, a booth charge of \$30.

\$35 booth charge for non-returning vendors before October 27th.

Lock in early as the show filled up approximately 4 weeks prior to show date. After October 28th booth rates will go up in price to \$45

The vendor booth fee is for a 6'x10' space. Advertising for the craft show will be provided via the web, printed, and person to person. **We welcome and appreciate everyone's help by using their own form of advertising in order to spread the word.** Further rules & regulations are on the second page of this contract. The fair admission fee will be \$1.00 per person, kids under 12 free. Visitors will enjoy a festive atmosphere, food, & the ability to purchase your products. The proceeds from the craft show will be used in support of the extra Middle school activities including: *8th grade class trip, 7th grade class trip, activity nights, technology for hands on learning and library upgrades.* Thank you for your consideration to participate in our craft show. If interested, pre-order a bag lunch consisting of a 4" sub sandwich (turkey or ham), chips, cookie, pop or water for \$6.00 each, below. We look forward to hearing from you.

Enclosure: Information & Regulations

Send Payment: Attn: AIMS Craft Show
204 West Avenue
PO Box 308
Napoleon, MI 49261

Where: Napoleon Middle School
When: Saturday, December 9, 2017
9:00 a.m. to 3:00 p.m.

VENDOR APPLICATION

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Email: _____ Website: _____

Art/Craft Media: _____

Booth Fees based on Deadlines

Extras

Returning Vendor before Oct 27th - \$30 \$ _____
New Vendor before Oct 27th - \$35 \$ _____
Postmarked Oct. 28th or later \$45 \$ _____

Additional Booth Space... \$20 \$ _____
Table (each) approx. 2'x4' \$5 \$ _____
Electricity..... \$5 \$ _____

(Limited, reserved in order of reservations & payment received. You will need to supply your own extension cords. Recommend 25' minimum length.)

Bag Lunch Requested: Turkey Qty _____
Ham QTY _____

Special request/space request: _____

I have read the enclosed rules and regulations of this show and agree to abide by them completely.

Signature: _____ Date: _____

***** CHECKS OR MONEY ORDERS MADE PAYABLE TO: Napoleon Middle School,
noting craft show in the memo field *****

Information & Regulations

AIMS reserves the right to admit or deny any exhibitor's application. Crafts and Artwork must be appropriate for a school sponsored activity.

SET-UP: Set-up begins at 7:00 a.m. on Saturday, December 9, 2017. All set up must be completed by 8:45 a.m. The show begins promptly at 9:00 a.m. Arrangements for early set up on Friday evening can be made under special requests.

EXHIBITS: Exhibitors may bring their own table(s) or booth set up that will fit in the provided space, approx.. 6'x10'. Up to three (3) tables approx. 2'x4' may be available for rent. Tables must be skirted. Keep aisles clear at all times. If using electricity, bring a heavy-duty 25' extension cord. Outlets are limited and on a first-come first-served basis, based upon paid booth registration.

EXHIBITORS: Exhibitors must not tear down or begin to pack up until 2:00 p.m. No resell or exchange of booth locations with other exhibitors.

EXHIBITOR'S LIABILITY: Exhibitors must accept full responsibility for any loss, injury, or damage to person or personal property that may be sustained while on said property. AIMS will exercise every possible care and precaution, but will assume no responsibility whatsoever for any property in the exhibit areas, on the premises, or in any of the parking area.

BOOTH RESERVATION: Payment must accompany signed contract at time of applying. Payments can be by check or money order. Make out all checks and money orders payable to: Napoleon Middle School, noting craft show in memo field. **Applications are accepted until Monday, November 27, 2017.** *Absolutely no refunds.*

Confirmation of show acceptance and details will be emailed to you unless otherwise requested.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Jim Anderson

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