

# 2019 Napoleon Spring Craft Show Application

**Early-Bird Registration:** Vendors can reserve a booth for **\$35** when their applications are received and/or postmarked **by Friday, January 25th**.

**Regular Registration:** Vendors can reserve a booth for **\$40** when their applications are received and/or postmarked **by Friday, March 8th**.

**Late Registration:** Vendors can reserve a booth for **\$45** when their applications are received and/or postmarked **after Friday, March 8th**.

**PLEASE NOTE: Booths are filled first-come, first-served. Any applications received after we are "full" will be given the option to be added to a wait list.**

**No refunds will be given for any reason.**

**Please Send Payment:**

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

**Where: Napoleon Middle School**

**When: Saturday, April 13, 2019**

**9:00 a.m. to 3:00 p.m.**

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**VENDOR APPLICATION - PLEASE PRINT CLEARLY**

Business Name: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Art/Craft Media: \_\_\_\_\_

Special request/space request: \_\_\_\_\_

**Booth Fees**

Postmarked before Jan 25th.....\$35: \_\_\_\_\_

Postmarked Jan 25th to Mar 8th.....\$40: \_\_\_\_\_

Postmarked after Mar 8th.....\$45: \_\_\_\_\_

**Extras**

Additional Booth Space.....\$25: \_\_\_\_\_ per booth

Table (approx. 2'x4').....\$5: \_\_\_\_\_ per table

Electricity.....\$5: \_\_\_\_\_ per booth

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

**Total Payment Due:** \_\_\_\_\_

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

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

**Please make CHECKS OR MONEY ORDERS payable to: Napoleon Middle School, noting "CRAFT SHOW" in the memo field.**

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*Office Use Only*

Date Application Received: \_\_\_\_\_

Accepted: \_\_\_\_\_

Amount Payment Received: \_\_\_\_\_

Email Sent: \_\_\_\_\_

# 2019 Napoleon Spring Craft Show Application

The 2019 Napoleon Spring Craft Show is presented by the AIMS Parent Group of Napoleon Middle School. AIMS reserves the right to admit or deny any exhibitor's application. Crafts and artwork must be appropriate for a school-sponsored activity.

Applicant agrees to participate in the 2019 Napoleon Spring Craft Show, to be held on SATURDAY, APRIL 13TH from 9am to 3pm at the Napoleon Middle School. The vendor booth fee is for a 6'x10' space. Advertising for the craft show will be provided via the web, in print, and person to person. We welcome and appreciate everyone's help using their own form of advertising in order to spread the word.

The 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 extracurricular middle school activities including: 8th grade class trip, 7th grade class trip, student activity nights, technology for hands-on learning, and library upgrades.

*SET-UP:* Set-up begins at 7:00 a.m. on Saturday, April 13, 2018. 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 by special request.

*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 are on a first-come first-served basis with paid registration.

*EXHIBITORS:* Exhibitors must not tear down or begin to pack up until 3:00 p.m. No resell or exchange of booth locations with other exhibitors is allowed.

*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 in full must accompany signed contract at time of applying.** Payments can be by check or money order. Make all checks and money orders payable to: *Napoleon Middle School*, noting "Craft Show" in the memo field. Applications will be accepted the show is full. Any applications received after the show is full will be given the option of being added to a waitlist. Only ONE booth per direct sales company allowed. **Absolutely no refunds.** Confirmation of application acceptance and details will be emailed to you unless otherwise requested.

FOR FURTHER INFORMATION, PLEASE EMAIL [NapoleonAIMS@gmail.com](mailto:NapoleonAIMS@gmail.com)