



Novi Athletic Boosters Holiday Kickoff Craft Show

Rules and General Information

1. A seller's permit may be required. You must keep your resale license with you at all times. A seller's permit is not just for paying sales tax, but is also needed to buy wholesale, for your supplies.
2. All tables must be covered with linens and skirts.
3. No sales or discounts are allowed on your craft without prior approval. All signs must be professional quality. No cardboard signs allowed.
4. No animals, except Seeing Eye dogs will be allowed in the building at any time.
5. Our school campus is a non – smoking/drug free area. There is no smoking allowed outside the building on campus either.
6. At paid admission to the public, you may not use any of the exit doors other than the exit next to where tickets are being sold during the craft show hours. Except in case of an emergency.
7. Bring plenty of change as there will be no change available at the event. Wireless card machine are acceptable but may not work in all areas of the school. Come prepared.
8. You must be set up by the time the doors open which is 8 AM and your vehicles moved to customer parking and not blocking sidewalks or fire lanes. We recommend that you utilize the available time the night before the event where help will be available for you if needed.
9. Do not argue with anyone. If a problem arises please seek out a Craft Show official.
10. Dress clean and neat.
11. If you bring children, they must be kept under your control at all times. There will be no running in the aisles or excessive noise tolerated.
12. Do not sell any food, candy or live plants without the written permission during your application process.
13. You must stay set up until the show is over. No early breakdowns. You must leave your area clean and dispose of any trash yourself.
14. You must not put any of your crafts in the aisle way. They must be displayed on your table or displayed on your back wall if available.
15. There will be a \$30 cancelation fee within 60 days of the show and no refund for no shows. Incomplete applications will not be considered. Post dated checks will not be accepted. You will be notified by mail/ email if your application is accepted and your assigned space at a later date.
16. Exhibitors must bring their own power cords/power strips and must be concealed to prevent any trip hazards.
17. Exhibitors will consent to the use of their names and any photographs for publicity purposes without further permission unless they address any objections or limitations in writing during the application process.
18. Parking is Free.
19. Have sales and use tax permit, resale license and or concessionaires sales permit readily available at your display table.

I have read and understand the above rules and information, and agree to abide by them at all times, before, during and after the show. I realize that I may be removed from the show or event area at anytime for failure to comply with the above rules. I also release the Novi Community School District (NCSD), Novi Athletic Boosters, their officers/trustee and their participants, from any and all liability due to personal loss, injury or property damage, before, during and after the event.

Signature _____ Date _____