



NOVI HOLIDAY ARTS & CRAFTS SHOW

Saturday, October 25, 2025

2025 Handbook

Email questions:
novicraftshow@gmail.com



**NOVI
ATHLETIC
BOOSTERS**

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Welcome to the Novi Holiday Arts & Craft Show!

We are thrilled to have you join us for this year's spectacular event, where over 200 of the finest crafters and artists come together to showcase their talent. Your presence here is a testament to your dedication and the high quality of your crafts, and we couldn't be more excited to feature your work. We extend our heartfelt thanks for not only sharing your creativity but also for supporting our athletic boosters. This show is a vital fundraiser for our teams, and your participation plays a key role in our success.

We wish you a fantastic show and hope you enjoy the energy, connections, and success that comes with it. Again, thank you for being part of this special event and supporting our community.

Sincerely,

The 2025 Novi Holiday Arts & Craft Show Committee
& The Novi Athletic Boosters

Thank you to our 2024 Sponsors

We extend our deepest gratitude to our incredible sponsors for their generous support and commitment to making this year's craft show successful.

Thank you to Terry Lloyd & Company, our Gold Sponsor, for your exceptional generosity and dedication. We also want to express our sincere appreciation to Renewal by Andersen and Your Home Improvement Company, whose backing helps us bring this vibrant event to life.

Thank you for your continued support, which has helped us create a memorable and impactful 2024 show. Your partnership fosters a thriving community spirit and supports our athletes.



2025 Craft Show Rules

These rules are the rules that were signed during the application process.

1. You are responsible for paying sales taxes to the proper authorities. The Michigan Department of Treasury regulates sales tax and can be contacted at 517-373-3200 or www.michigan.gov/treasury regarding the sales tax license or the exemption process.
2. Exhibitors must bring their own tables, chairs, power cords, and power strips, which must be arranged to prevent trip hazards.
3. All tables must be covered with linens and skirts. Covered tent canopies are not allowed. An uncovered canopy frame can be used.
4. Cancellations received on or before July 1st will receive a full refund. After July 1st and before September 1st, there will be a \$50 cancellation fee per booth. No refunds will be given for no-shows and cancellations on or after September 1st.
5. Incomplete applications will not be considered. You will be notified by email if your application is accepted. If you are accepted, the booth location will be emailed in September.
6. Your booth must be set up by 9:00 AM, and your vehicles must be moved to customer parking and not block sidewalks or fire lanes. We recommend you utilize the designated time on Friday evening when help will be available.
7. Nothing is permitted in the aisle ways. Crafts must be displayed on your table or your back wall, if available.
8. Your booth must remain set up until the show is over. You must not do early teardowns, or you will not be invited back. You must also leave your area clean and dispose of any trash.
9. Bring plenty of change, as no change will be available at the event. Wireless card machines are acceptable but may not work in all areas of the school. Come prepared.
10. If a problem arises, please seek out a Craft Show official.
11. No animals, except service dogs, are permitted in the building at any time.
12. Our school campus is a nonsmoking, drug-free area. Smoking or vaping is not permitted inside or outside the building.
13. Exhibitors hereby consent to using their names, emails, and any photographs for publicity purposes without further permission unless they submit objections or limitations in writing during the application process.
14. Parking is free.
15. Raffle: Please donate an item to the Novi Craft Show for our raffle. Student volunteers will collect items on the morning of the show. Please include information about the item and pricing information. Also include your booth number on the items because many guests will see the item in the raffle and try to find you to purchase their own!
16. The Novi Holiday Arts & Crafts Show committee reserves the right to use any pictures submitted in marketing for the show.

2025 Novi Craft Show Booth Maps

The maps will be updated before the show.

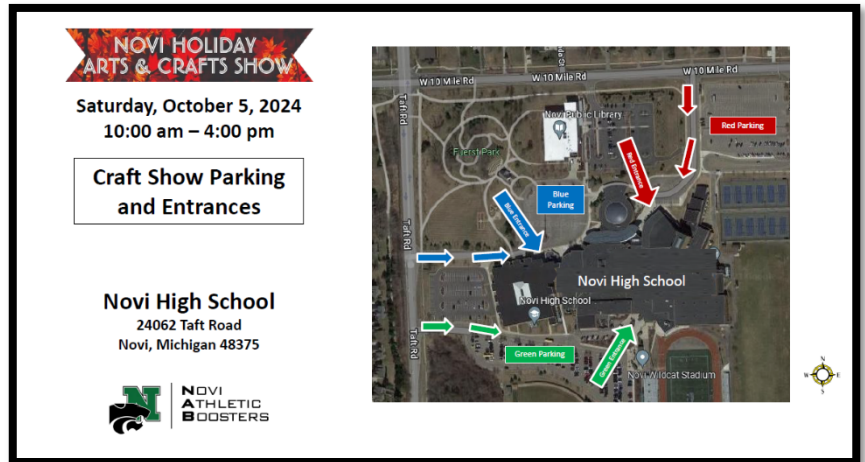
Move In Instructions

Check-In Times:

Check-in is Friday, October 24th, from 4 pm – 6 pm or Saturday, October 5th, from 7 am – 9 am. **Booths should be set up by 9 am Saturday**, as the doors will open for VIP shoppers at 9:00 am and officially at 10 am.

Move-In Zones:

You have been assigned a Zone based on your booth location. At the unloading zone, a Volunteer will check you in and assign you student movers if needed. It is important that your vehicle is completely unloaded and moved for the day PRIOR to going to your booth to set up. Move-in zones are included in the document with your booth numbers.



- **Red Entrance = Auditorium (Think Red Carpet at the theater)**
Enter off 10 Mile Road. The parking lot entrance is at the light; the unloading loop is the entrance between the light and the Novi library
- **Blue Entrance = Bus Loop/Main Entrance (Think B/blue for bus loop)**
Enter the north Taft entrance – the entrance closer to 10 Mile Road
- **Green Entrance = Athletic/Stadium Entrance (Think “Go Green! Go Novi!”)**
Enter at the south Taft entrance, which is Stadium Drive – further south of 10 Mile Road

Unloading:

When you arrive, check in with an adult volunteer stationed by each entrance. They will be wearing a neon vest and holding a clipboard! They will assign a student-athlete volunteer to assist in bringing your items to your assigned booth space. If you'd rather move your items inside on your own, a volunteer can watch them for you while you park your car. Volunteers WILL NOT help you with setting up your booth.

Vendor Parking on Saturday:

Please park at the far side of the Red entrance, off 10 Mile Road by the tennis courts. Crafter vehicles should not take parking spots designated for shoppers! Thank you!

Booth Set Up Information

You are responsible for bringing any equipment that you may require, such as tables, chairs, display racks, back walls, tablecloths, and table skirts.

Please bring your own extension cords and power strips if you request electricity.

The available outlet may not be directly next to your booth space or may be up high. You may also want to bring tape to tape down cords to lessen trip hazards.

Covered tent canopies are not allowed. A canopy frame can be used as long as it's uncovered.

We do not have any of these items for you to borrow. Since many items may look the same, label everything with your last name.

What to Expect the Day of the Show

Show Hours:

New this year: the doors open on Saturday at 9:00 AM for VIP guests. The show start time for general attendance is 10:00 AM. Please do not pack up before the show ends at 4:00 PM; if you pack up early, you will not be invited back next year.

Welcome Bags & Raffle Items:

Cheerleaders will drop welcome bags and pick up raffle items between 8:00 and 9:00 on Saturday morning. Welcome bags will be distributed to each booth and will contain water, snacks, information about accessing the school's Wi-Fi, and a check-out card for the show's end.

Cheerleaders will also collect raffle items from each booth. Please label your item with a business card (or your name), booth number, and approximate cost. Many shoppers see your items at the raffle table and want to find one to buy themselves, so the names and booth numbers are very helpful!

Break Room:

A break room for crafters and artists will be in room 160 in the commons area. We will have coffee available for you.

Booth Sitter:

We heard you in your feedback from last year! If you would like someone to stay with your booth while you take a restroom or other break, please text 248-379-1203 with your BOOTH NUMBER, and we will send an adult to watch your booth.

Extra Storage:

Crafters can use the back of room 160 near the commons area for extra storage. Please utilize this space for extra supplies, carts, etc. We strongly suggest you label all items, as many items look similar. Please do not store your items in other areas or closets. The Novi Craft Show is not responsible for lost or stolen items.

Lunch:

There are three options for lunch on the day of the show:

1. **Box Lunch Delivered to Booth:** As in previous years, our volunteers will pick up a boxed lunch and deliver it to your booth between 11:30 and 12:30 pm. *This information will be updated for 2025 by September.*
2. **Food Trucks:** Three food trucks will be available for guests and crafters. If you need someone to watch your booth, please text the number provided for a booth sitter! The food trucks will be parked outside of the Cafeteria/Red Entrance.
3. **Bring Your Own:** You're welcome to bring your own lunch!

WiFi Information:

Wi-Fi is available—the Network is “NOV-GUEST.” Once you select it, log in with your email address, and you should be ready. Ask any Craft Show staff for help if you need it.

Move Out Instructions

Students and staff will be available to help you move your items out after the show concludes. Please pack your items completely before obtaining help from our students. Once packed, bring the move-out card from the welcome bag to one of the move-out parent volunteers with a clipboard. You will then be added to the move-out queue.

Please be patient when moving out if you are seeking help. Students and staff during move-out start from over 200 locations (i.e., your booths) instead of three locations during move-in. Students are not allowed to help load your vehicle; they are only allowed to bring items to your vehicle.

Show Flyer

Tickets will be available for \$5 cash or credit at the door. *The show flyer will be available soon!*

Show Brochure

We will be sharing a brochure soon – we will post it online and ask you to do the same!

Social Media

Follow Us!

Facebook Page: <https://www.facebook.com/NoviHolidayArtsAndCraftsShow>

Instagram Page: <https://www.instagram.com/novicraftshow>

Before the Show

We encourage you to **update your social media and tag the Novi Holiday Arts and Crafts Show** on Facebook. We will share your post! This doesn't have to be a huge post – it can be a single item of something you're preparing for our show. Don't be shy – the shoppers often stop us to ask where they can find you because of a Facebook post!

Live Stream Move In and Saturday Morning Prep

We plan to live stream a sneak peek on Facebook Friday night between 7 and 8 and Saturday morning between 9 and 10!

The Day of the Show

We have AMAZING volunteers who will be taking pictures of the booths and items to post between 9 and 11 a.m. They might not get every individual booth, but they will try! They will post the pictures on our Facebook page by school section (not individual crafter). Again, people come in and ask for products they see online, so post away, and we will do what we can to repost/share so you get increased visibility.

Advertising

We will be updating this document with information about our advertising efforts, soon. If you have contacts for local papers we can contact, please email that to us at novicraftshow@gmail.com.

Thank you!

We truly appreciate your participation in our show and the support you allow us to provide to our middle school and high school athletes. We are looking forward to the best show yet!