

Saturday, October 24, 2020
2020 Crafter Application for Novi Holiday Arts & Crafts Show

Artist Name (Please print legibly): Business Name:	
Address: City/State/Zip Phone: Email (please print legibly): Website:	Type of Craft Selling: Category: (Check One) <input type="checkbox"/> Jewelry <input type="checkbox"/> Wood <input type="checkbox"/> Ceramics <input type="checkbox"/> Quilting <input type="checkbox"/> Garden <input type="checkbox"/> Food <input type="checkbox"/> Children's Items <input type="checkbox"/> Pets <input type="checkbox"/> Knits/Crochet <input type="checkbox"/> Accessories <input type="checkbox"/> Clothing <input type="checkbox"/> Hair Products <input type="checkbox"/> Artwork <input type="checkbox"/> Paintings <input type="checkbox"/> Food <input type="checkbox"/> Candles <input type="checkbox"/> Furniture <input type="checkbox"/> Bath & Body <input type="checkbox"/> Toys <input type="checkbox"/> Holiday <input type="checkbox"/> Home Décor <input type="checkbox"/> Specialty Items (Describe) _____ <input type="checkbox"/> Other (Please describe) _____ Description: Briefly describe all items being sold, and submit 3 pictures of main items selling, including price point for each item. Include a photo of your booth setup. Please place name and email address on the back of each picture. Feel free to use other paper for description.
Space Selection: # of Requested Spaces: _____ 10 X 10 at \$100 each. _____ Corners: Add Addl. \$30 _____ Electricity: \$10 _____ Facebook Promotion: \$10 _____ Total Enclosed: _____	Requests will be met, if possible, on a first come, first served basis. Other Needs: We will try to meet all requests, if possible. <input type="checkbox"/> Electricity (only available along wall) <input type="checkbox"/> Wall (limited, apply early) <input type="checkbox"/> Atrium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Commons <input type="checkbox"/> CatRack <input type="checkbox"/> Main / Bus Loop Other needs (be specific) _____ Move in Date (Circle One): FRIDAY SATURDAY Participated in the Novi Show before? YES / NO Which years? _____ If yes, would you like your previous space? YES / NO (Keep in mind, your space may be a premium space, even if you weren't charged for it in past years.) What was your space #? _____
Craft Show Use Only Check # _____ Check Amount _____ Accepted by Jury YES/NO Waitlist _____ Craft Type Category _____ # of Spaces _____ Space # _____	

Signature of Crafter _____ Date _____

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Application Directions

1. Fill out Application, Sign, and Initial that you have read and agree to the Rules and Conditions (Located on Novi Athletic Boosters website).
2. Please make sure application is completed and legible. ***All correspondence will be through email, so make sure email address is legible.***
3. Enclose check (made payable to the **Novi Athletic Boosters**) with Application & Signed Rules Document. **Checks will not be cashed unless you are accepted to the show.**
4. Electricity and corners requests will be met if possible. We will contact you if your requests cannot be met. Please write check for full amount, including corner fee, electricity fee, and Facebook promotion fee. If we are unable to fulfill your requests, money will be refunded to you. Checks will not be cashed unless you are accepted to the show.
5. Enclose Three (3) pictures of your primary items including price point of each item.
6. Enclose One (1) picture of your booth setup.
7. Please include a self-addressed, stamped envelope if you would like your pictures returned or check returned. If not included, pictures and/or check if you are not accepted, will be VOIDED and destroyed.
8. New for 2020: If you would like to be featured on our Facebook page, please submit photos electronically to novicraftshow@gmail.com. We will send you a quick survey to get information for the postings. Your craft will be featured on our Facebook page the month prior to the show.

Mail Application To: Novi Athletic Boosters, Attn: Craft Show, 24062 Taft Rd. Novi, MI 48375.

Questions: Email us at novicraftshow@gmail.com

Website - www.noviathleticboosters.com/craft-show.

Like us on Facebook: Novi Holiday Arts and Crafts Show

All craft show applications will be reviewed by the jury regardless of previous show participation. Prior show participation is not a guarantee of future acceptance. If accepted, booth requests will be filled if possible, however, placement is at the discretion of the show. Booth assignment from a past year does not guarantee the same placement in future shows.

The Novi Holiday Arts & Crafts Show committee reserves the right to use any pictures submitted in marketing for the show.

Thank you for your interest in the Novi Holiday Arts & Crafts Show.

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Rules and General Information

1. **You are responsible to pay 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 table / chairs / power cords / power strips, and they must be arranged to prevent any trip hazards.
3. All tables must be covered with linens and skirts.
4. Cancellations received on or prior to July 1st will receive a full refund. After July 1st and prior to September 15th there will be a \$50 cancellation fee per booth. No refund for no-shows and cancellations on or after September 15th. There will be a \$25 service fee on any returned checks.
5. Incomplete applications will not be considered. Postdated checks will not be accepted. You will be notified by email if your application is accepted, and at a later date your assigned space.
6. Your booth must be set up by 9:30 AM, and your vehicles must be moved to customer parking and not blocking sidewalks or fire lanes. We recommend that 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 on your back wall, if available.
8. Your booth must remain set up until the show is over. No early tear-downs, or you will not be invited back. You must leave your area clean, and dispose of any trash.
9. Bring plenty of change as there will be no change 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 leader, guide, hearing or service dogs are permitted in the building at any time.
12. Our school campus is a nonsmoking / drug free area. **Smoking/vaping is not permitted inside or outside of the building.**
13. Exhibitors hereby consent to the use of 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.

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 any time 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 all liability due to personal loss, injury or property damage, before, during and after the event.

Signature of Crafter _____ Date _____