

Novi Athletic Boosters Holiday Kickoff Craft Show

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 August 18 will receive a full refund. After August 18 and prior to October 1st there will be a \$30 cancellation fee per booth. No refund for no-shows and cancellations on or after October 1st. There will be a \$20 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 10:00 AM, and your vehicles 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 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 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.

Sign Here _____ Date _____