

15th Annual Saline Community Education Craft Show **WAIT LIST**

Friday, December 3, 2010 Saline Middle School

To: Craft Show Exhibitors
From: Cheryl Hoeft, Coordinator; Hoeft Promotions, L.L.C.; and Saline Community Education

We have scheduled the 15th Annual Saline Community Education Craft Show for Friday, December 3, 2010 at the Saline Middle School, 7190 N. Maple, Saline (located between Maple Road and Saline Ann Arbor Road, Saline). The enclosed application is available for your completion and is **due ASAP**.

In order to maintain a successful show, each applicant's work will be juried by the Saline Craft Show Jurying Committee, and the number of participants in each craft category will be limited.. Five (5) close up pictures of the craft items and one (1) of the booth setup are required with the application. Strive for quality prints, as these photos will represent your work and be the basis for the jurying evaluation. We encourage pictures that visually display the quality, variety and uniqueness of your products. If accepted to the show, pictures will be returned on the day of the show; otherwise, pictures will be returned with the letter of denial. Slides are NOT recommended as a substitution. Pictures featuring several craft products are also not recommended, as they fail to show the detail or specific features of the items. Additional pictures beyond the required minimum may be sent and any additional information regarding your product line is encouraged. **Manufactured or "buy-sell" items are not acceptable, and crafters who display this type of item will be eliminated from the show and not be invited back.** Please complete all sections of the application accurately and completely. In addition, please review all contractual statements regarding electrical use, parking, subleasing booths and product line acceptance.

A concession stand, entertainment area, cookie sale and large free parking area will be available at the facility. Student youth groups from Saline Area Schools will be available to conduct these sales and will benefit from this learning experience. Christmas greens will also be available. Strollers will not be permitted during the show hours. A \$2 admission fee will be charged as each patron enters. Boothsitting and unloading assistance will be available for crafters during both the setup and after the show on Friday.

We will list email addresses and website links in the program and as links from our website. This option provides additional crafter exposure and, because of the expansion of the program in the past years, will be utilized for publicity purposes before the show and for reference purposes after the show. We print 5,000 copies of the program, and the number of website visits has continuously increased since 2009.

Saline Community Education and Hoeft Promotions will be responsible for the publicity of the event. Our website, www.salineshows.com, will be operational and updated regularly. Plans include wooden signs placed throughout the community, flyers placed in area businesses, newspaper articles, radio advertisements and print advertisements in all area newspapers. Flyers will also be available to participating crafters to distribute to their customers. Available statewide craft publications will also be utilized including several internet sites, The Michigan Crafter and other major sources.

**We look forward to your participation at the
Saline Community Education Craft Show
on Friday, December 3, 2010.**

OVER PLEASE



TERMS OF LEASE – Saline Community Education Craft Show

Application Deadline: **ASAP**
Setup Date & Hours: **Friday, December 3** **Exact time TBD**
Show Date & Hours: **Friday, December 3** **5 pm – 11 pm**
Location: **Saline Middle School, 7190 N. Maple – between Saline Ann Arbor and Maple, Saline**
Directions: **Exit 34 on US 23, West on Michigan Avenue, North at the light on Saline Ann Arbor Road, 0.8 miles to Saline Middle School or Exit 175 on I-94, South on Saline Ann Arbor Road into Saline**
Booth Rental Fees: **\$5 NON-REFUNDABLE APPLICATION FEE (see insert) \$115 per booth (100 sq ft), \$20 per table (approximately 4-5'), \$25 for electricity (MAXIMUM OF 600 Wattage: see #17 below) Optional 12/3 program/website listing: Email \$5, Website address \$20, Phone \$10**
Contact person: **Cheryl Hoeft (734) 429-5922**
Email jchoeft@mich.com Fax (734) 429-8025 Website www.salineshows.com

Saline Community Education/Hoeft Promotions, L.L.C. Agree:

1. To promote the craft show locally as well as advertise in major publications and statewide craft brochures.
2. To furnish contracted space, reserving the right to modify requests in the best interests of the show.
3. To notify crafters of their booth assignment by November 1, 2010
4. To nullify the lease agreement and refund rental fees in the event of a natural disaster (fire, flood, etc.) that makes it impossible to hold the Saline Community Education Craft Show.
5. To notify a crafter if a booth becomes available and request the booth fee at that time.

Craft Show Exhibitors Agree:

1. That all items MUST BE CRAFTED by the exhibitor who is also required to be at the show personally. Non-compliance with this lease term could result in elimination of the crafter from the show or cancellation of their placement. No sales representatives or dealers are permitted.
2. That their exhibits will be limited to items submitted for jurying. If you wish to add an item after jurying, submit additional photographs and a detailed description of the item no later than October 1, 2010 for evaluation.
3. That there will be no increase/decrease/percentage off in product line prices on December 3.
4. That objectionable items will be removed at the request of the Craft Show Jurying Committee.
5. To provide an attractive booth including table coverings and other materials to accentuate the marketing of the booth.
6. That all crafter displays will be setup and said crafter will be at the show by **4 pm on December 3, 2010.**
7. That after unloading, all vehicles/vans/trailers of a crafter and their personnel will be moved to the Heritage/Woodland Meadows School Parking Lot UNTIL 11 pm on December 3, 2010.
8. To remain at the show and not begin dismantling the booth until 11 pm on December 3, 2010.
9. To vacate the booth clean and to dispose of all trash by 1 am on December 5, 2010
10. To display a valid sales tax license or obtain a temporary license from Hoeft Promotions on the day of the show.
11. That this application is a commitment to the show and that cancellations received after February 20, 2010 will result in a forfeiture of 100% of the rental fee. Cancellations should be made by phone and then confirmed in writing.
12. That all booth assignments and decisions of Hoeft Promotions will be final. THERE WILL BE NO SWITCHING OF BOOTH ASSIGNMENTS. This includes reselling the booth, subletting or apportioning space to another crafter, selling another crafter's raffle tickets or product line and any other related activity.
13. To provide your own insurance. Any and all claims must be waived and crafters must release all rights to claims for damages against Saline Area Schools, Saline Community Education, Hoeft Promotions and its agents, representatives, volunteers and successors for any and all injuries suffered while at the show or which may arise from traveling to, participating in or returning from the event.
14. That any and all property of the crafter is the sole responsibility of that crafter while on the premises, even during loading and unloading.
15. That your assigned booth will be occupied by 4 pm on December 3, 2010 or it may be forfeited. If an emergency arises the day of the show, please call (734) 320-6678 or leave a message at (734) 429-5922 (this phone will only be an answering machine) with your emergency message and phone number for contact.
16. To grant Saline Area Schools, Saline Community Education and Hoeft Promotions permission to use images of my product line and my name on their website and other marketing materials for the promotional purposes of the show.
17. **To cooperate on the ELECTRICAL STANDARDS of 600 MAXIMUM WATTAGE due to limited amperage availability. Bulbs are of the crafter's choice and a continual check throughout the show will monitor the usage. All extension cords used at the show must be the heavy duty, three wire type.**

SHOW APPLICATION
Saline Community Education Craft Show 2010
Friday, December 3, 2010

Office Use Only
Amount: _____
Check: _____
Booth Number: _____

Name _____ Tax Number _____ Home Phone () _____

Business Name _____ Work Phone () _____

Address _____ Email address _____

City _____ State _____ Zip _____ Fax number () _____

Participation in previous Saline Community Education Craft Show 96 97 98 99 00 01 02 03 04 05 06 07 08

List merchandise; please be **specific** and refer to the media categories listed on the back of this sheet (circle those which are appropriate)

What are your new 2010 products? (Required information of ALL crafters EVEN IF NEW TO THE SHOW)

PICTURES – 5 OF YOUR PRODUCTS AND 1 OF YOUR BOOTH SETUP

CRAFTER REQUESTS Number of booths (\$115 each) _____ 100 sq feet

Number of 4-5' tables (\$20 each) _____ Electricity (\$25 PER BOOTH) TOTAL 600 WATTAGE PER BOOTH Yes No

E-mail Address in show program/website (\$5) Yes / No URL/Website Address in show program/website (\$20) Yes / No

Phone Listing in show program/website (\$10) Yes / No

E-mail Address _____ URL/Website Address _____ Phone () _____

Please enclose a checks (made payable to Saline Area Schools) with your application for the \$5 non-refundable application fee

Booth fee as a total of all elements of the booth (electrical, tables, website, etc) will be requested by Saline Area Schools/Hoeft Promotions if a booth is assigned.

I hereby agree to abide by all Terms of Lease for the 2010 Saline Community Education Craft Show and pledge that materials displayed in the exhibit are made by the crafter hereafter named.

Signature _____ Date _____

THERE WILL BE NO CONFIRMATION BY SALINE AREA SCHOOLS/HOEFT PROMOTIONS of receiving this application but crafters are encouraged to call 734-429-5922 or email cheryl.hoeft@gmail.com to check your status at any time.

Due By: **ASAP**

Return To: **Hoeft Promotions L.L.C., PO Box 37, Saline, MI 48176**

OVER PLEASE
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CRAFT MEDIA CATEGORIES

Circle appropriate ones

Art media – indicate media used:	Pottery
Baskets	Quilting
Bears	Soap
Bread dough art	Soft sculpture
Calligraphy	Stained glass, glass
Candles, beeswax, etc	Theorem painting
Ceramic	Tole painting
China or porcelain painting	Weaving, spinning
Clay	Wheat weaving
Clocks	Wind socks, kites, flags
Clothing – indicate type:	Wood – finished
Dolls	Wood – unfinished
Floral	Other – please describe specifically:
Folk / Country	
Holidays – indicate type:	
Jewelry	
Knitting, crocheting	
Lamps	
Luggage, handbags	
Metal art – indicate type:	
Needlework – indicate type:	