

# HIGHLAND

## *Holiday Craft Market*

Sponsored by Highland Booster Club  
Saturday, November 28, 2020 from 9am-3pm.

Highland Christian Reformed Church  
9034 23 Mile Rd.  
Marion, MI 49665

### Exhibitor Guidelines & Rules

By applying for a booth, you are agreeing to abide by the following guidelines and rules.  
Please read & understand the following information clearly. Please contact us with any questions.

#### **APPLICATION GUIDELINES:**

- a) Applications may be submitted via postal mail or email and paid by check or card by emailed invoice. Applications must be filled out in their entirety. Please read carefully when filling out the application.
- b) The quickest way to get confirmation of acceptance as an exhibitor is to download the registration form, fill out all the information, save it, email it to [highlandholidaycraftmarket@gmail.com](mailto:highlandholidaycraftmarket@gmail.com). When received and approved you will then get an invoice emailed back to you payable by credit card.
- c) This market is reserved for handmade items. Only items designed/created by the applying/displaying individual(s) may be sold. Commercial/buy-sell items are not to be sold. Booth space is limited and acceptance into the show will be focused on quality of wares and on a first-come-first-served basis. These guidelines will only be modified if all booths are not filled by handmade crafters, only then will select direct sales booths be added.

**APPLICATION DEADLINE:** Applications will be accepted and evaluated until the show is at capacity. Applications will be evaluated on a first-come-first-served basis with an emphasis on quality of wares. At the time of receipt of application, applications received will be evaluated and exhibitors should have a response within a week's time. If the show is not full, applications will be evaluated until the show is full.

**PAYMENT:** Booth rental is \$40 per booth, with a limit of three booths. Applying for more than one booth does not guarantee you will receive more than one booth. There are a limited number of 8' and 6' tables available, which can be rented at \$7 per table on a first-come-first-served basis. Full payment must accompany the completed Application Form. Pay by check or money order or card by email invoice, made payable to Highland Booster Club with "Craft Market" in the memo. DO NOT SEND CASH!

**ACCEPTANCE OR DENIAL CONFIRMATION:** An acceptance/denial confirmation will be sent to you as soon as possible. If all booths have been reserved, your payment will be refunded. Your form will be kept on file to contact you in case a booth becomes available later.

**REFUNDS:** Cancellations received before November 1 will be refunded in full. After 11/1/2020, a refund will be issued only if we are able to fill that space with another exhibitor.

**BOOTHS:** Booth spaces are assigned in the order applications are received of the accepted exhibitors. Each booth is approximately 80 square feet (estimated at 8' deep x 10' wide) with no space between. All displays must fit within that space and be self-supporting. All booths are only guaranteed a front opening space. No merchandise is allowed in the aisle. Nothing is to be nailed or fastened in any manner to the floor or walls. If your booth is placed on the floor, we ask that nothing that could damage the floor (high traffic carpet or cement floor) be placed directly onto the floor. If your display is especially heavy or contains such elements, please place pads under your display. You may bring any exhibiting display items you wish, but please be considerate of the exhibitor next to you. If you would like to be placed next to another vendor, please indicate their name on the application. Both artists MUST submit a completed application & include this request. Making this request does NOT guarantee both vendors will be accepted into the show. Please note that while we will do our best to accommodate certain booth requests, we reserve the right to change those up to the date of the show. Booths cannot be sub-let, shared, or given to another exhibitor for any reason, unless it is pre-approved by the Craft Market Coordinator.

**SET-UP TIMES:** Exhibitors may set up Friday evening from 6:00pm-8:00pm or Saturday morning from 6:30am-8:30am. During this time, Booster Club Members will be available to assist in carrying items into the building under the supervision of and in cooperation with exhibitors. Dollies will be available. Please be respectful of these times. We ask that everyone exit the building at 8 p.m. Friday, regardless of whether your set-up is complete. You can utilize Saturday morning set-up times if needed. After unloading, ALL EXHIBITORS MUST MOVE THEIR VEHICLE TO THE DESIGNATED CRAFTER/ARTISAN PARKING LOT. This will give others time to unload and customers room to park. Please be aware the doors will be locked at 8:30am on Saturday & reopen for customers to enter at 9:00am. Booths should be set up & ready by 9:00am and remain open until 3:00pm. Please do not leave early if you can at all help it.

**REGISTRATION:** There will be a Registration/Information table in the lobby on Friday evening from 6:00pm-8:00pm and Saturday morning from 6:30am-8:30am. All exhibitors must register upon arrival, before beginning to set up. You will be given your booth location and additional information at that time.

**FOOD/BEVERAGES:** Concessions be open for drinks & snacks beginning at 8:30am on Saturday, with lunch available from 10:30am-2:00pm.

**SMOKING:** Highland CRC is a smoke-free campus. We respectfully request that you exit the building and cross the parking lot to smoke.

**SECURITY/SAFETY:** Highland CRC is not responsible for any loss/damage to displays or for any injury, accident or theft occurring at the Church. Those exhibitors setting up Friday night should do so with the understanding that the building will be locked, and the security system set, but no overnight security personnel will be present.

**If you have any questions, please contact our Craft Market Coordinator**

DaNay Tossey  
231-920-8677

*Thank You!*



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Exhibitor's Name *(Names of all persons working the booth on the show date)*

Exhibitor's Email Address

Exhibitor's Address *(including city, state, zip)*

Exhibitor's Phone Number

Description of items proposed to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of booth set-up (does your booth include a backdrop behind or divider(s) between you & adjoining booths? Is your booth simply a table? If so, please provide the dimensions of the table you plan to use) You may also include a photo if you choose.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of booth spaces requested (limit of 3 spaces per vendor) \_\_\_\_\_ x \$40 each = \$ \_\_\_\_\_

Table(s) @ \$7 rental fee \_\_\_\_\_ x \$7 each = \$ \_\_\_\_\_

Total Amount Enclosed = \$ \_\_\_\_\_

I want to pay by emailed invoice     I have included a check/MO payable to: Highland Booster Club  
(Please write "craft market" in the memo line)

Mail Completed Application to: Highland Holiday Craft Market  
c/o DaNay Tossey  
8935 23 Mile Rd.  
Marion, MI 49665

### Check all that apply:

My items/set-up is heavy    I need access to an electrical outlet    I need \_\_\_\_\_ chairs (limit 2)

By submitting this application, I agree to hold harmless Highland CRC or the Booster Club from loss due to damage, theft, or personal injury to myself or persons in attendance with me. I confirm that I have read, understand, and agree to abide by the Exhibitor Guidelines and Rules.

For office use only: rec'd \_\_\_\_\_ check # \_\_\_\_\_ Amt Paid \_\_\_\_\_