

ROYAL OAK HIGH SCHOOL PTSA ARTS AND CRAFTS MARKET

2023 APPLICATION - Saturday November 18, 2023, 10am - 4pm

1500 Lexington Blvd, Royal Oak MI 48073

DO NOT MAIL APPLICATION TO SCHOOL

Please read both pages before applying.

PLEASE PRINT NEATLY

Company Name: _____ Contact Person: _____

Address: _____ City: _____ State, zip: _____

Phone number: _____ Email: _____ Website _____

(All communication will be via email: rohcraftshow@gmail.com)

HAND MADE WORK: To maintain a variety of items at the show, we only allow a percentage of vendors in each category. Please check the box that best describes your primary category of work (ONLY ONE PLEASE):

<input type="checkbox"/> 3D Art	<input type="checkbox"/> Books	<input type="checkbox"/> Candles	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Clothing	<input type="checkbox"/> Crochet	<input type="checkbox"/> Body Care (i.e soaps)
<input type="checkbox"/> Engraving	<input type="checkbox"/> Felting	<input type="checkbox"/> Floral	<input type="checkbox"/> Food	<input type="checkbox"/> Glass	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Dolls & Accessories
<input type="checkbox"/> Knit	<input type="checkbox"/> Metal	<input type="checkbox"/> Mosaic	<input type="checkbox"/> Nature	<input type="checkbox"/> Painting	<input type="checkbox"/> Paper	<input type="checkbox"/> Embroidery
<input type="checkbox"/> Pets	<input type="checkbox"/> Quilting	<input type="checkbox"/> Sewn	<input type="checkbox"/> Toys	<input type="checkbox"/> Wood	<input type="checkbox"/> Stonework	<input type="checkbox"/> Hair Accessories
				<input type="checkbox"/> Other	<input type="checkbox"/> Home Décor	<input type="checkbox"/> Photography

Please provide a brief description, as detailed as possible (i.e. if you jewelry, specify gemstones, leather...) and average price range: _____

MANUFACTURED ITEMS/RETAIL VENDORS: Mass produced products or services must be in the retail balcony. Please note only one representative from each company will be accepted to the show and will be on a first come first served basis. Space is limited. Name of Product _____

EXHIBIT SPACE / RENTAL: *TABLES ARE NOT PROVIDED.* Rent one from us or bring your own.

GYM Sold Out	10' X 10' Space	\$80 / each space	No of spaces: Sold Out	Total: \$ Sold Out
SOUTH BALCONY Sold Out	10' X 9' SPACE	\$70 / each space	No of spaces: Sold Out	Total: \$ Sold Out
CAFETERIA Sold Out	10' X 6' Space	\$60 / each space	No of spaces: Sold Out	Total: \$ Sold Out
HALLWAY 1 - 2 Sold Out	10' X 6' SPACE	\$60 / each space	No of spaces: Sold Out	Total: \$ Sold Out
RETAIL BALCONY (1 space limit)	10' X 6' SPACE	\$60 / each space	No of spaces: 1	Total: \$ _____
HALLWAY 3 (no electric - 1 space limit)	6' x 6' SPACE	\$40 / each space	No of spaces: 1	Total: \$ _____
6' table rental Sold Out		\$10 each table	No of tables: Sold Out	Total: \$ Sold Out
Use of electrical outlet (limited)		\$5	No of Outlets: 1	Total: \$ Sold Out
Raffle - See page 2 for details		\$10 opt out fee		Total: \$ _____
GRAND TOTAL				\$ _____

PAYMENT INFORMATION WILL BE PROVIDED AFTER APPLICATION HAS BEEN ACCEPTED

Application Policies:

1. Email the following to rohcraftshow@gmail.com in order for your application to be processed.
 - a. Completed registration form, with signature on page 2.
 - b. Email 5 clear photographs of your items or provide a website where your work can be reviewed. Your photographs may be used on our website and/or advertising for the show.

2. You will receive a confirmation from rohscraftshow@gmail.com within 2 weeks of emailing your application, indicating if your application has been accepted; if so, the payment information will be included. If you do not receive confirmation, please contact us immediately. After confirmation has been sent to you, you have 3 weeks to complete payment or your application will be revoked. If your application is received after October 1st, payment should be submitted within 7 days.
3. Please note we tend to sell out early.
4. **Raffle:** We are asking that all accepted crafters/vendors donate an item to be included in a basket to be raffled off during the show. You may choose to opt-out of donating an item by paying a \$10 fee in its place. All items or monetary donations must be received no later than **October 1, 2023** or we will not guarantee your space in the show. Once your donation is received, you will receive an email confirmation with the ROHS PTSA tax exempt number
5. **ROHS PTSA reserves the right to deny any crafter/vendor application.**
6. **CANCELLATION POLICY:** Once an application has been accepted, absolutely **no refunds** will be issued. If for any reason the show is cancelled, we will return your application and payment in full.

Show Policies:

1. You will receive details regarding set-up the first week of November, this will include parking information and space location. You must still check in when you arrive. We expect to be allowed to set up the night before. Remember tables are not included with the space rental.
2. Show hours are from 9 am - 4pm. Exhibits **MUST** remain open until 4:00. Any vendor that packs up before 4:00 pm may risk being denied acceptance to show the following year.
3. All vendors must be off the premises by 5:30 pm or will be charged an additional custodial fee.
4. If electrical outlet is rented, you must provide your own UL-approved 10-foot extension cord.
5. Crafters/Artist/Vendors must stay within the boundaries of the space provided. Walkways must be clear. Due to local fire codes this will be strictly enforced.
6. Extensive publicity is planned, including but not limited to local newspapers, electronic posts, and outdoor signage. We will have a flyer available if you choose to include it in your social media.
7. You must follow all CDC, State of Michigan and School District policies in effect the day of the show.

Be advised that neither Royal Oak High School PTSA, Royal Oak High School, nor the school district of Royal Oak is responsible or liable in any way, whatsoever for loss, theft, damage or defacement of property used during, before or after the craft show, including but not limited to anything used for exhibits, displays, merchandise or vehicles.

I have read, understand, and accept all the guidelines and show requirements detailed in this application and signal my agreement to comply with them by signing below

Signature: _____ **Date:** _____