

ROYAL OAK HIGH SCHOOL PTSA HOLIDAY ARTS AND CRAFTS MARKET

November 23rd 2019, 9am – 4pm
 1500 Lexington Blvd, Royal Oak MI 48073
 DO NOT MAIL APPLICATION TO SCHOOL
 2019 APPLICATION

Please read both pages before applying. Make a copy of both pages for your records
 PLEASE PRINT NEATLY

Company Name: _____ Contact Person: _____

Address: _____ City: _____ State, zip: _____

Phone number: (____) _____ Email: _____ Website _____

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

HAND MADE WORK: In order to maintain a variety of items at the show, we only allow a percentage of vendors in each category. Please be as specific as possible under the description (i.e. if you jewelry, specify gemstones, leather...)

Please check the box that best describes your primary category of work:

- | | | | | | | |
|-----------------------------------|--------------------------------------|---|---------------------------------|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Candles | <input type="checkbox"/> Crochet | <input type="checkbox"/> Glass | <input type="checkbox"/> Toys | <input type="checkbox"/> Dolls/Accessories | <input type="checkbox"/> Engraving | <input type="checkbox"/> Sewn |
| <input type="checkbox"/> Quilting | <input type="checkbox"/> Felting | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Wood | <input type="checkbox"/> Stonework | <input type="checkbox"/> Photography | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Mosaics | <input type="checkbox"/> Paper | <input type="checkbox"/> Nature | <input type="checkbox"/> 3D Art | <input type="checkbox"/> Embroidery | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Knit | <input type="checkbox"/> Hair Accessories | <input type="checkbox"/> Books | <input type="checkbox"/> Body care/Soap | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Food | <input type="checkbox"/> Other _____ | | | | | |

Please provide a description of work for brochure: _____

Average price range _____

MANUFACTURED ITEMS/RETAIL VENDORS: Mass produced produces 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 _____

RETURNING ARTISTS/CRAFTERS: would you like the same space as last year? Y N

Your application must be received by April 1st. Once an area is sold out, we cannot honor your request. You will be contacted if your request cannot be honored. Also be aware that requesting a specific space may place you next to a similar crafter.

EXHIBIT SPACE / RENTAL:

TABLES ARE NOT PROVIDED. You may rent one from us or bring your own tables / displays.

CAFETERIA	10' X 6' Space	\$60 / each space	No of spaces: _____	Total: \$ _____
GYM	10' X 10' Space	\$80 / each space	No of spaces: _____	Total: \$ _____
SOUTH BALCONY	10' X 9' SPACE	\$70 / each space	No of spaces: _____	Total: \$ _____
RETAIL BALCONY	10' X 9' SPACE	\$70 / each space	No of spaces: _____	Total: \$ _____
HALLWAY (no electrical)	10' X 6' SPACE	\$60 / each space	No of spaces: _____	Total: \$ _____
UPPER GLASS HALL	8' X 6' SPACE	\$40 / each space	No of spaces: _____	Total: \$ _____
RAVEN WALK	6' X 6' SPACE	\$40 / each space	No of spaces: _____	Total: \$ _____
6' table rental		\$10 each table	No of tables: _____	Total: \$ _____
Use of electrical outlet	(limited)		No of Outlets: _____	Total: \$ _____
Raffle	See pg 2 for details	\$10 opt out fee		Total: \$ _____
Late fee	See pg 2 for details	\$10 late fee		Total: \$ _____
			GRAND TOTAL	\$ _____

MAKE CHECKS / MONEY ORDERS PAYABLE TO "ROYAL OAK HIGH SCHOOL PTSA"

Policies
Please read carefully

Application Policies:

1. The following must be provided to the committee before review of your application can be completed:
 - a. 3 clear photographs of your items (please label) or provide a website where your work can be reviewed. Your photographs may be used on our website and/or advertising for the show
 - b. Both pages of application, including your signature at the bottom of this page (please make a copy for your records)
 - c. Check or Money Order made out to "Royal Oak High School PTSA" (or payment online)
2. Mail application to: **ROHS Craft Show**
C/O Jenni Tracy
2100 Northwood Blvd
Royal Oak, MI 48073
3. You will receive a confirmation from rohscraftshow@gmail.com within 2 weeks of mailing your application. If you do not receive confirmation, please contact us.
4. Applications will be accepted until we run out of space, or until October 20, 2019. After that, if space is available a \$10 late charge will be added. Please note we tend to sell out early.
5. **Raffle:** All accepted crafters / vendors shall be required to 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 and pay a \$10 fee in its place. These items or your \$10 donation must be received (mailed or dropped off at mailing address above) no later than **October 15th, 2019**. Please be aware if we don't receive your donation by this date, we will not guarantee your space in the show. Once your donation is received, you will receive a confirmation from the same email with the ROHS PTSA tax exempt number for your records.
6. **ROHS PTSA reserves the right to deny any crafter/vendor application.**
7. **CANCELLATION POLICY:** Once an application has been accepted, absolutely **no refunds** will be issued. However, if you are not accepted, or we cannot provide you with your requested location and you prefer not to accept an alternate location, we will return your application and payment.

Show Policies:

1. You will receive details regarding set-up the first week of November, this will include parking and space location. You must still check in when you arrive. We expect to be allowed to set up the night before.
2. Show hours are from 9 am – 4pm. Exhibits **MUST** remain open until 4:00 unless completely sold out. Any vendor that packs up before 4:00 pm may risk being denied acceptance to show the following year.
3. Crafters/Artists/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. To help make the show a success, 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.

Be advised that neither Royal Oak High School PTSA, Royal Oak High School, nor the Schools 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: _____