

CHRISTMAS IN CLAWSON CRAFT SHOW 2018 VENDOR PACKET



SET-UP TIME: Friday, November 9, 2018, 7:30 p.m. - 9:30 p.m. *or*
Saturday, November 10, 2018, 6:15 a.m. - 8:30 a.m.

ADVERTISED TIME: Saturday, November 10, 2018 - 9:00 a.m. - 4:00 p.m.

LOCATION: Clawson High School/Clawson Middle School
101 John M. Street, Clawson, Michigan 48017

LEASE AGREEMENT

The undersigned Exhibitor ("Exhibitor") hereby makes application for space in Clawson PTA/PTOs juried craft show, **CHRISTMAS IN CLAWSON CRAFT SHOW 2018** ("Lessor"), for which the undersigned agrees to pay the sum of Seventy and 00/100 Dollars (\$70.00) per table space, for one (1) day ("Table Fee"). All Exhibitors are required to provide a craft item with a minimum value of Ten and 00/100 Dollars (\$10.00) for the Event Raffle ("Craft Raffle Fee") *or* add Ten and 00/100 Dollars (\$10.00) to the table space fee for a total sum of Eighty and 00/100 Dollars (\$80.00). Table/Craft Raffle Fees shall be paid at the time of application and the craft donation dropped off during set-up time the day before the show or the day of the show in the Clawson High School Media Center. (*Lessor may lease a maximum of three (3) spaces*).

Exhibitor agrees to the following terms and conditions:

- (1) Lessor shall not be responsible for fire, theft, injury or legal action which might arise on the premises during the time occupied according to the Agreement.
- (2) **Only handmade items may be sold.** Baked goods are acceptable at the discretion of the Lessor. Exhibitor will not exhibit any other items than those which it has been juried for and as described in its Application herein. Exhibitor agrees to remove from display and sale those articles of an objectionable nature to Lessor.
- (3) Sub-leasing of spaces by Exhibitor is forbidden.
- (4) Collection of sales tax will be the sole responsibility of Exhibitor.
- (5) Private raffles by Exhibitor are expressly forbidden.

- (6) Lessor makes no representations as to the exact dimensions of individual spaces. Each space will accommodate an 8' x 3' table, which will be provided per space, at no additional charge, upon request of Exhibitor. One chair will be provided per space. Exhibitor must supply its own covering for 8' x 3' table. SPACE LOCATION WILL BE AT THE SOLE DISCRETION OF LESSOR.
- (7) There will be an additional Five Dollar (\$5.00) charge for use of electricity. Exhibitor shall provide its own long heavy-duty extension cord.
- (8) There will be an additional charge of One Hundred Dollars (\$100.00) if Exhibitor does not want to participate in parking off campus and choose to keep their vehicle in one of the Middle School or High School parking lots. For more information regarding this, please see FAQ.
- (9) There will be absolutely **NO REFUNDS** after contract is accepted.
- (10) *****Exhibitor will set up the evening before the show or the day of the show beginning at 6:15 a.m. Exhibitor must be unloaded and set up by 8:30 a.m. or Exhibitor will forfeit its space. Doors will be closed at 8:30 a.m. Exhibitor will remain for the ENTIRE LENGTH OF THE SHOW.***
- (11) **NO SMOKING IS PERMITTED ANYWHERE IN THE BUILDING.**

If loading/unloading assistance is made available by Lessor, and Exhibitor requests such assistance, Exhibitor holds Lessor harmless from any and all damage which might occur as a result of such assistance.

The undersigned Exhibitor has read the foregoing Lease Agreement, understands all of its provisions, and agrees to abide by the terms and conditions thereof.

Date: _____

Exhibitor's Signature

Exhibitor's Printed Name

EXHIBITOR APPLICATION

Name: _____ Business Name: _____
(if applicable)

Address: _____

Telephone No.: _____ E-Mail: _____

Website (if applicable): _____

Have you been a crafter at this show before? YES NO If yes, when? _____

Detailed description of items for sale: _____

TABLE SPACES

_____ spaces at \$70.00 each (3 spaces maximum) \$ _____
Shall we provide you with a table? (1 per space) Yes No
What are the dimensions (width and length) of your display? _____

RAFFLE DONATION

I will donate a craft donation for the raffle fundraiser
I WILL NOT donate craft item (add \$10.00) \$ _____

All Crafters either contribute a craft item with a value of \$10.00 or more for our raffle or add \$10.00 to the table space fee.

ELECTRICAL OUTLET

Do you require access to an electrical outlet? Yes No
– add \$5.00 (Crafters are responsible for their own extension cord) \$ _____

ON-CAMPUS PARKING

I will move my vehicle to Schalm Elementary School and return via shuttle
I will leave my vehicle at CIC and pay \$100 for on-campus parking \$ _____

EVENT T-SHIRTS

Christmas in Clawson T-Shirts – add \$15.00 each \$ _____
Select Size(s): S M L XL XXL

COLD LUNCH SPECIAL - \$5.00 each

Includes a sandwich wrap, fresh cut fruit, pasta salad, chips, \$ _____
cookie, bottle of water, condiments and plasticware

Sandwich Selection(s):
Turkey Ham Roast Beef Tuna Vegetarian

TOTAL ENCLOSED \$ _____

*Please complete, sign and return one copy of this Lease Agreement and Exhibitor Application, along with your payment (check made payable to Christmas in Clawson) to:
Andrea Hodges, 510 West Baker, Clawson, MI 48017.*

FREQUENTLY ASKED QUESTIONS

General Questions

When:	2 nd Saturday of November.
Where:	Clawson High School and Clawson Middle School, 101 John M Street, Clawson.
Show Hours:	9:00 a.m. to 4:00 p.m.
Show Type:	Juried, which means all items have to be handmade arts and crafts. No commercial items are allowed.
Admission:	\$3.00 (children 13 & under free).
Food Service:	Yes.
Attendance:	2,500+.
Year Established:	1984.
Rest Areas:	Yes.
Coat Check:	Yes and it's FREE. The Clawson Middle School robotics team, "The Robostangs," and the Clawson High School robotics team, "Turbo Trojans," run the FREE coat check.
Raffle:	Yes, vendors donate one of their items for the raffle.
T-Shirts:	Yes, each year a Clawson Public Schools student designs the logo to be placed on the annual T-Shirt that is offered for sale.
50/50 Raffle:	Yes. The Clawson Rotary Club manages this raffle with proceeds being generously donated to the Clawson Public Schools.

Exhibitor/Crafter Questions

Set Up Hours:	Friday – 7:30 p.m. to 9:30 p.m. and Saturday – 6:15 a.m. to 8:30 a.m.
Number of Spaces:	200.
Space Size:	Varies between 12'x5', 10'x5', and 10'x10' – please indicate size of display.
Electric Available:	Yes, for a \$5.00 fee; Exhibitor must provide own long, heavy-duty extension cord.
Fee Per Spot:	\$70.00 (\$80.00 if no craft item will be provided for the raffle).
Amenities:	One table and one chair per space; two chairs upon request. Booth sitters, unloading and loading assistance, extra storage in media centers if needed, and food service is available for delivery.
Deadline:	Returning vendors who desire the same space as prior year shall apply before January 31st. Otherwise, there is no other deadline.
Contact:	Andrea Hodges (Director), 248.840.8938, christmasinclawson@gmail.com
Website:	www.christmasinclawson.com
Social Media:	www.facebook.com/ChristmasInClawson/
Raffle Donation:	Each Exhibitor must donate a \$10.00 raffle item or add an additional \$10.00 to their Table Fee(s).
Off Campus Parking:	There are approximately 170 parking spots and 160 vendors. In order to have the best foot traffic possible and better sales for CIC Exhibitors, in 2017, CIC initiated the enforcement of off campus parking for Exhibitors. You will receive a Parking Slip in early November. You will need to give this to the Shuttle Bus Drivers when you park at Schalm Elementary. This Parking Slip will show that you participated in the off campus parking. The Shuttle Bus will run from 7:45 a.m. to 5:00 p.m. with a shuttle every 20 minutes.
Payment:	Checks made payable to "Christmas in Clawson" or online at www.christmasinclawson.com via PayPal.