

2018 CHRISTMAS AT WINGS EVENT CENTER APPLICATION

DECEMBER 1 & 2, 2018 SATURDAY & SUNDAY

Eagle Take Flight P.O. Box 516, Parchment, MI 49004-0516

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- SHOW PLACE:** Wings Event Center, 3600 Van Rick Dr. Kalamazoo, Michigan 49001 WINGS CELL Bev 269-760-1222 Weekend of Show ONLY
- DATES:** SATURDAY - December 1, 2018 & SUNDAY - December 2, 2018 **NO LARGE TRACTOR TRAILER/SEMI'S ALLOWED IN SOME AREA'S, PLEASE CONTACT PROMOTER AHEAD OF TIME!**
- SET UP DATE:** November 30, 2018 from 1 to 7 pm, Call ABOVE # with Emergency's FRIDAY SET UP ONLY – NO SATURDAY SET UPS
- SHOW HOURS:** December 1, 2018 Saturday - 9:00 am - 4:00 pm & December 2, 2018 SUNDAY - 10:00 am - 4:00 pm
- ARTIST HOURS:** Saturday Dec. 1 - 7: am - 9: am & Sunday Dec. 2 - 8: am - 10: am ENTER YOUR LOBBY WITH DARK PINK CONFIRMATION
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- CONTACT:** Beverly O Isaac HOME OFFICE Ph/Fax: 269-349-1185 E-mail: craftshows@charter.net Show Weekend ONLY CELL: 269-760-1222 Bev.
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- DEADLINE:** **November 1, 2018** or when show is full. Priority is given to earliest postmark date by category and availability. **\$20 late fee** after **NOVEMBER 1, 2018** Post Mark last date. Must be in our hands by: **November 15, 2018, please call for details.**
SPACES ASSIGNED BY TYPE OF CRAFT & POST MARK DATE – no holds, no deposits, mail & write "CALL ME" if you are not sure.
- SOFT JURY:** VENDORS who have NOT been juried in the past 5 YEARS or have added NEW items OR New Crafter to your booth must:
- EVERY 5 YEARS:** **1) A ONE-TIME JURY FEE of \$20.00 EVERY 5 YEAR'S NOW! Using a separate check which is Non-Refundable, Email them.**
2) 2/3 pictures of your art/craft work, 2 of exhibit/set up, & 2/3 PICTURES OF SUPPLIES & WORK AREA! Please/email or mail in.
- EVERYONE:** **1) SEND A SASE = Self Addressed Stamped Envelope (9 ½ x 4 1/8) Business Size for your Confirmation everyone must have one.**
2) A \$10.00 CHARGE for NOT SENDING in S.A.S.E OR FOOD OR AGRICULTURE License Also! PLEASE SEND IN WHEN APPLYING.
3) A \$10.00 charge for NOT SIGNING YOUR Application. Please help us save time & office help, by Signing your Application.
4) I would rather you under pay then over pay, for \$20.00 or less will NOT BE RETURNED TO YOU! Thank you!
- TRAVEL TRAILER HOMES:** MAY BE PARKED ON OUTER EDGE OF PARKING LOT/ARTIST LOT/NO HOOK UPS – **YOU MUST BE SELF CONTAINED!**
- CONFIRMATION:** Sent within 90 Days of receiving payment, usually sooner. Confirmation will be needed for FRIDAY SET UP and early entry on Saturday & Sunday. **A \$10 administration fee** is charged for replacements, if **Requested 30 days before show** start date.
- FOOD LICENSE:** Vendors selling food must be licensed. Enclose a copy of your food license when submitting an application. Please wear gloves and you must keep foods needing refrigeration on ice. Vendors selling dog/cat treats require an agriculture license. Even for Sampling.
- NSF CHECKS:** **A \$50 fee will be charged** for checks with insufficient funds. This fee must be paid by money order within 10 days along with any other monies due in order to receive NEW Confirmation for a space in the show. **A \$10.00 charge for no S.A.S.E. sent.**
- REFUNDS:** **Before 6/1/2018** a 50% handling fee charged on full booth price. **No refunds after 6/1/2018. Confirmations must be returned** With a LETTER explaining to Bev why you need to Cancel, and please Contact her, she is reasonable about cancelations.
- SECURITY:** Security will be provided for exhibitors from set-up to tear down. **You must have your own insurance. Neither Eagle Take Flight nor Wings Event Center** will be held responsible for unattended displays or stored items. **You must have your own insurance.**
- CHECK-IN:** "Check in Station & Envelope" By Overhead Door for Floors & Entrance to Wings Concourse from South Lobby Doors, Door #1, a Table is Set Up, please pick up your Envelope Here, if not we will come around before 7pm, so you do not lose your space. When you arrive **ON FRIDAY 11/30/18 before 7PM** nothing else needs to be done, once you have this envelope. **NO SATURDAY SET UPS.** FLOOR ARTISTS, MAY FIND THEIR CHECK IN PERSON AT A TABLE BY THE OVER HEAD DOOR, OR THEY WILL COME TO YOU.
- APPLICATIONS:** 2019 Completed applications will be collected by "Eagle Take Flight" staff beginning on Sunday afternoon at 12:00pm the weekend of the show. Please use the envelope you received them in and include check or money order (no cash). **Today ONLY NO SASE IS REQUIRED. WE WILL PROVIDE ONE FOR YOU – YOU MAY ALSO BRING IT TO OFFICE – TO KEEP YOUR SAME SPACE #.**
- UNLOADING & LOADING:** **ARENA VENDOR'S:** LINE UP on the NORTH SIDE of the Parking Lot **CORNER OF "ZOO BUILDING" & NEXT to the I-94 Fence Line UNLOAD, then park up top, go back down and then set up. Others need to unload too.** Thank you! **FOR ONLY ARENA/FLOOR ARTISTS, AT THE END OF THE SHOW YOU WILL NEED A CARD TO GIVE TO THE PARKING LINE MAN/WOMAN TO GET INTO LINE.**
ZOO ARENA – FAR LEFT LANE VALLEY ARENA – USE MIDDLE LANE WINGS ARENA – FAR RIGHT LANE BY FENCE CONCOURSE/LOBBIES: Locate a RAMP & door(S) closest to your space# around front/sides of the building, **there is NO LINE.**
DOORS # 1 THRU 10 COUNTER CLOCK WISE: WINGS SOUTH LOBBY DOOR #10 SAT./SUN. & WINGS NORTH LOBBY DOOR #1
- SET-UP:** **Friday, November 30, 2018 1:00pm - 7:00pm.** UNCLAIMED SPACES WILL BE SOLD AT 7:00pm in Section 17 of Wings arena seating area. Unclaimed spaces will be assigned according to application postmark date, medium and space requirement. Doors locked at **9:00pm** for security reasons. **Everyone must be out by 9:00pm. No entrance after 9:00pm. Please call Wings Event Center before 7:00pm** if accident, flat tire or emergency arises to stay in good standing. **Please use phone # above on show dates!**
- VENDOR** ALL Artists must park in the Artist parking lot located across the street from Wings Event Center on VanRick Dr. **PARKING:** Outer edges will accommodate large trailers. **Wings Event Center parking lot is for the use of your customers on Saturday & Sunday.**
- A FEW RULES:** OBEY ALL rules and regulations set forth by Wings Event Center some of which are; no smoking, no open flames, no pets ETC.
NO SATURDAY SET UP'S FOR THE HEAT IS TURNED ON OVER NIGHT AND OPENING A DOOR ON SATURDAY WE LOSE HEAT IMMEDIATELY. DO NOT PROP OPEN DOORS OPEN, YOU WILL BE ASKED TO LEAVE/NO REFUND.

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USING BLUE OR BLACK INK & PRINT ONLY TITLE/BUSINESS: _____

Separate Applications for those sharing a booth with ONE CHECK. Requests to be "NEXT TO EACH OTHER" must be in the same envelope!
YOU MAY NOT SELL your space if you need to cancel; CONTACT BEV ISAAC AT: 1 - 269 - 349 -1185 TO: discuss any arrangements to be made!
ONE ARTIST PER APP:

ARTIST/CRAFTER NAME: _____ BEST PH # (_____) _____

ADDRESS: _____ CELL PH # (_____) _____

CITY: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

LIST ALL HOME-MADE ART OR CRAFT WORK: _____

DESCRIBE CONTINUED: _____

STARTING IN 2018: USE A SEPARATE SHEET TO LIST ALL ITEMS IN BOOTH, HAND MADE BY YOU, ALL WORK SPACE PICTURES EMAILED OR MAILED IN TOO!
 All resale/retail items found will be REMOVED or Security will assist you in leaving the show quietly even during show hours. **WITH NO REFUND.**
POP UP FRAMES MAY BE USED, FIRE MARSHALL CAN & WILL CLOSE THE SHOW UNTIL **ALL TOP COVERINGS** ARE REMOVED! **NO MORE TOP COVERINGS**. THKS! ☺

VENDORS SELLING ANY TYPE OF FOOD ITEM MUST SUBMIT AN UPDATED COPY OF FOOD LICENSE WITH APPLICATION. PET FOODS MUST SUBMIT
 UPDATED COPY OF AGRICULTURE LICENSE. It's your responsibility to report all sales tax to YOUR STATE and/or to the STATE of Michigan.

WRITE SPACE NUMBER BELOW ON YOUR BUILDING LINE: not available you will be **CALLED FIRST** and then put on a waiting/cancellation list for 2018
NO tables, chairs or dividers provided; you are JUST RENTING SPACE. SEE THE FRONT SIDE FOR EXTRA FORGOTTEN CHARGES/this is a CONTRACT.
PLEASE SIGN YOUR APPLICATIONS BELOW! CHOOSE 1 – 3 Building & Then # 1 – 5 SIZE SPACES LIKED: NOTE: WRITE CAL OR WE WILL CHOOSE.

WINGS BUILDING:	VALLEY BUILDING	ZOO BUILDING
7 WINGS ENTRANCE LOBBY: 12 X 12 \$410.00	5 VALLEY LOBBY 10 X 6 \$300.00	13 OVER LOOK LOBBY 10 X 6 \$300.00
9 WINGS CONCESSION 12 X 12 \$410.00	15 VALLEY BLEACHER/EL 10 X 10 \$320.00	4 OVER LOOK LOBBY 10 X 10 \$320.00
58 WINGS CONCOURSE 10 X 6 \$300.00	32 VALLEY ARENA WALL/E 10 X 10 \$320.00	42 ZOO FLOOR WALL/E 10 X 10 \$320.00
73 WINGS ARENA WALL/E. 10 X 10 \$320.00	30 VALLEY ARENA N/E 10 X 14 \$320.00	32 ZOO FLOOR NO EL 10 X 14 \$320.00
32 WINGS ARENA IN CENTER 10 X 14 \$320.00	03 VALLEY 20 X 6 CEMENT FL. \$410.00	ENTRANCE TO ZOO LOBBY 20x4 \$410.00

NEW:
EVERY 5 YEARS NOW A 1X JURY FEE \$20.00: \$ _____ + ELEC. \$10.EACH: \$ _____ + CORNER \$10.EACH \$ _____ + BOOTH FEE \$ _____ TOTAL: \$ _____
 LATE FEE AFTER NOV. 1, 2018 \$20.00: _____ EMAILING PICTURES: _____ MAILING PICTURES IN: _____ NONE ALREADY JURIED _____

CONFIRMATION SLIPS A MUST TO ENTER YOUR LOBBY FOR EARLY ARRIVAL (before show hours) CIRCLE # NEEDED: 1 2 3
 (1 – 3 WORKERS MAY ENTER ON EACH CONFIRMATION SLIP) FREE PARKING & ENTRANCE FOR SHOPPERS
 SUBMIT: A separate check/money order & Self Addressed Stamped Envelope (SASE) with each Shows Application (& email Pictures if Not Juried)
CHECKS MADE OUT TO & MAIL TO:

Eagle Take Flight P.O. Box 516 Parchment, MI 49004-0516

MONEY ORDERS ONLY ACCEPTED AFTER NOVEMBER 1, 2018 AND AN ADDITIONAL LATE FEE OF \$20.00 - SEE DEADLINE ON FRONT.

I have read both sides and understand all rules and regulations of this Application and do agree to abide by them & Wings Event Centers rules also.
 I have my own insurance and waive all rights to any claims against "Eagle Take Flight" or Wings Event Center by signing below. A few rules NO Pets,
 NO Fires, NO Smoking, Wings Security has the right to ask me to leave if I misrepresented myself in any way or cause a disruption or break a rule.
The Signature of the Responsible Artist Name Printed Above is required to be considered. **A \$10.00 charge if you forget to SIGN Application.**
 REVISED: January 26, 2018

SIGNATURE OF THE PRINTED NAME ABOVE: _____ **DATE:** _____

11/1/17 BELOW FOR OFFICE USE ONLY: ----- PLEASE **USE SEPARATE SHEET OF PAPER** FOR MORE COMMENTS, THANK YOU!

BUILDING _____ **AREA** _____ **BOOTH#** _____ **BOOTH SIZE** _____ **ELEC:** _____ **COR:** _____

BOOTH PRICE \$ _____ **AMT PAID** _____ **CHECK/M.O.DATE** _____ **CHECK/MO #** _____ **NO SASE/SIG./CHECK** _____

JURY CHECK # _____ **DATE** _____ **2ndCK/MO#** _____ **DATE** _____ **AMOUNT:** _____ **FOR** _____

POST-MARKED _____ **DATERCVD** _____ **DATE DONE** _____ **REASON 4 REFUND** _____ **REF.CK #** _____