

POP UP FRAMES MAY BE USED, BUT THEIR TOPS OR COVERINGS OVER THE BOOTH ARE **NOT ALLOWED**. PLEASE DO NOT PUT THEM ON! PARKING, ENTRANCE & RESTOCKING FOR VENDORS/CRAFTERS/ARTIST ALL DONE ON WEST SIDE OF BUILDING: FIRST ENTRANCE / ORIGINAL MAIN ENTRANCE!

22nd SPRING ANNUAL ART & CRAFT SALE

APRIL 27 & 28, 2019 ARTIST/CRAFTER APPLICATION

KALAMAZOO EXPO CENTER, 2900 LAKE STREET, KALAMAZOO, MI 49048

Eagle Take Flight Promotions, P.O. Box 516 Parchment, MI 49004-0516/craftshows@charter.net / 269-349-1185 Home Office

SHOW PLACE: KALAMAZOO EXPO CENTER 2900 LAKE ST., KALAMAZOO, MI 49048 Weekend of Show ONLY: **CALL # 269-760-1222 for BEV ISAAC**
END OF APRIL EACH YEAR HERE ON OUT, AS LONG AS IT MISSES EASTER, IF EASTER THEN THE WEEKEND BEFORE.
<http://www.kalcounty.com/parks/expo/>

SHOW DATES: SATURDAY – APRIL 27, 2019 & SUNDAY – APRIL 28, 2019

SET UP DATE: **FRIDAY APRIL 26, 2019** 2:00PM TO 7:00PM DOORS ARE LOCKED AT 7:30PM – U MAY FINISH SETTING UP UNTIL 8:PM OR Saturday a.m.

SHOW HOURS: SATURDAY APRIL 27, 2019 - 9:00am – 4:00pm & SUNDAY APRIL 28, 2019 - 10:00am – 4:00pm

VENDOR HOURS: SATURDAY 8:00am – 9:00am /SUNDAY, 9:00am – 10:00am – **ENTER THRU DOOR "A" WITH Blue Confirmation.**
NO LOBBY ENTRANCE!

VENDOR ENTER: ALL WEEKEND LONG ENTER & PARKING OUT BACK ONLY! WHERE YOU UNLOAD & LOAD UP FROM. **DOOR A**, FOLLOW MAP DIRECTIONS.
Restocking Door "A" as well, out back.

CONTACT: Beverly O. Isaac **HOME OFFICE:** Ph/Fax: 269-349-1185 E-mail: craftshows@charter.net **WEEKEND OF SHOW # 269-760-1222**

DEADLINE: MARCH 31, 2019 or when show is full. Priority is given to earliest postmark date by category and availability. **NO MAIL AFTER 3/31/19**
\$20.00 late fee after MARCH 15, 2019 LATE FEE & MONEY ORDERS ONLY. NO POST MARKS ACCEPTED AFTER MARCH 31, 2019!

1 X SOFT JURY: Vendors who have **NOT BEEN JURIED** in the PAST 5 YEARS OR who have changed their Art/Craft. **MUST SEND IN:**

- EVERY 5 YEARS:**
- 1) **A onetime JURY FEE** every 5 years, cost of \$20.00 Using a Separate Check **which is Non-Refundable.**
 - 2) **ARTIST/CRAFTERS:** NEED TO LIST EACH CATEGORY THEY ARE MAKING: Such as Sewing, Jewelry, Photo etc. separate piece of paper is Appreciated. **If you cannot fit it on the two lines provided.** ALL NOTES TO PROMOTER ON SEPARATE SHEET OF PAPER as well.
 - 3) **2 PICTURES** of Booth/set up, 2/3 OF FINISHED ART WORK & 2 OF WORK AREA /SUPPLIES STOCK PILED. E-mail PREFERRED,
However, you are welcome to mail pictures in, if you provided postage for their return!

- EVERYONE:**
- 1) SEND A **SASE = Self Addressed Stamped Envelope** (9 1/2 x 4 1/8) Business Size for your **Confirmation everyone must have one.**
 - 2) **\$10.00 charge for NOT SIGNING** your Application. Please help us **SAVE TIME**, by **Signing your Application & READING RULES**
 - 3) **\$40.00 CHARGE** for asking to change within **31 days of show start date.**

CONFIRMATION: **Goes OUT within 90 Days of receipt of payment.** Confirmation will be needed for FRIDAY SET UP and early entry on Saturday & Sunday.
A \$20 FEE will be charged for replacements **if requested 30 days** before show start date. **CALL IF YOU DO NOT RECEIVE ONE WITH IN 90 DAYS.**

NSF CHECKS: **A \$40 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 Confirmation for a space in the show. **Please call us**, to keep on "good terms" thank you.

REFUNDS: **BEFORE 10/30/18** has a 50% handling Fee Charged on full booth price. **No Refunds After 10/30/18, Confirmations must be returned WITH LETTER** Explaining why it's needed, we can always work on a space for the following year as well. **CALL, I am willing to work with you.**

SECURITY: Security will be provided for exhibitors from set-up to tear down. **You must have your own insurance.** Neither Eagle Take Flight nor KALAMAZOO EXPO CENTER **will be held responsible** for unattended displays or stored items. You need to have your own Insurance on you, workers, set up etc. etc., Only you are responsible.

CHECK-IN: **BY THE UNLOADING DOOR YOU HAVE BEEN ASSIGNED or in YOUR SPACE. NO LOBBY ENTRANCE.** YOU WILL RECEIVE A "**Check in Envelope**" IF HE/SHE IS NOT THERE. It **will be brought to your space** when you arrive **ON Friday APRIL 26, 2019 before 7:00pm.** **If you are set up & WE HAVE NOT MADE IT TO YOU, PLEASE KNOW WE WILL BRING IT TO YOU ON SATURDAY MORNING.** This envelope secures your space & contains Applications for the NEXT TWO SHOWS. IF YOU HAVE ALREADY SIGNED UP FOR CHRISTMAS SHOW. THEN JUST PASS IT ON TO SOMEONE ELSE.

APPLICATIONS: Completed Applications will be collected by "Eagle Take Flight" staff **beginning** on Sunday afternoon AFTER 12 NOON the weekend of the show. Please use the envelope you received them in and include check or money order (no cash).

SET UP FRIDAY 2-7 PM: FRIDAY, APRIL 26, 2019 2:00pm - 7:00pm. UNCLAIMED SPACES WILL BE FILLED IN WITH THOSE ARTISTS NEXT TO THAT EMPTY SPACE. Doors locked at **7:30pm** for security reasons. **Everyone must be out by 8:00pm. No entrance after 8:00pm. CALL CELL # 269-760-1222 SHOW WEEKEND ONLY Before 7:00pm** if accident, flat tire or emergency arises on the day of show: **SO, YOUR SPACE WILL NOT BE FILLED IN.**

UNLOADING/SET UP: 2-7 PM: WILL BEGIN AT 2PM FROM 2 OVERHEAD DOORS & 4 OTHER DOORS. **PLENTY OF ROOM FOR ALL!** THE MAP PROVIDED FOR YOUR USE has your door marked on it & when you arrive and see another door closer, your welcome to use it instead. WE WILL ALL LEARN THIS TOGETHER. NO EXTRA WORKER'S WILL BE ON HAND TO SAVE MONEY & TIME. IF YOUR ASSIGNED DOOR IS BUSY, LOOK FOR NEXT CLOSEST DOOR. NO WAITING, UNLESS YOU CHOOSE TO.

VENDOR: ENTRANCE & PARKING IS ON THE BACK SIDE OF THE KALAMAZOO EXPO CENTER: DOOR "A" IF FOR RESTOCKING & ENTERING BOTH DAYS AS WELL. HEAVY ITEMS DURING THE SHOW AND ON SATURDAY AND SUNDAY MORNING WE WILL SEE WHAT WE CAN DO. WITH A ROOF OVER THE DOOR, IN CASE OF RAIN. PLEASE LEAVE THE FRONT SIDE OF THE EXPO CENTER FOR YOUR SHOPPER'S. THERE ARE OVER 750 PARKING SPACES INCLUDING HANDICAP SPACES. I USE A HANDICAP SPACE but will be parking out back as well & walking in with all of you. ALL VENDOR'S will enter before show hours thru DOOR "A".

<http://www.kalcounty.com/parks/expo/>

<http://www.CraftLister.com/EagleTakeFlightPromotions> & <http://www.EventLister.com/EagleTakeFlightPromotions>

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PLEASE COMPLETE BY USING BLUE/BLACK INK & PRINT ONLY. **IF TITLE:** _____

ONE NAME ONLY:

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

ADDRESS: _____ 2ND PH # (_____) _____

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

ART/CRAFT CATEGORY: _____

CONTINUE HERE:

***** PLEASE USE A SEPARATE SHEET OF PAPER, FOR ADDITIONAL NOTES & #'s & FOR A DISCRPTION ALSO! ALL TABLES MUST BE SKIRTED TO THE FLOOR. *****

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!

IF YOU BREAK ANY EXPO RULE/OR E.T.F. RULES: Security will assist you in leaving the show quietly, NO RETAIL/WHOLESALE OR RESELL ALLOWED. ☺ THK U!

WRITE SPACE NUMBER BELOW - IF YOU KNOW YOUR CHOICE if it's NOT Aavailable; **you will be CALLED**. Tables, chairs & dividers **are NOT** provided; you are just renting the space. **NOTES TO THE PROMOTER, PLEASE MAKE ON SEPARATE SHEET OF PAPER**. NOTE IF WALL SPACES ARE GONE & YOU NEED ELEC. IT'S EXTRA.

WRITE SPACE #(s) CHOICE ON LINE BELOW: Extra # choices here: _____

10 X 10 \$130.00 _____ DOUBLE SPACE: 20 X 10 \$250.00 _____ **10 X 10 WALL/ELEC: \$140.00** _____ **DOUBLE WALL/ELEC \$280.00** _____

EXTR COST FOR MIDDLE SPACES TO RECEIVE A CEILING DROP CORD FOR ELECTRIC, in back of your Booth. COST MIDDLE ELEC. \$20.00

JURY FEE \$20.00 _____ + REQUESTED CORNER \$10.00 \$ _____ + **Middle Elec. \$20.00** _____ + BOOTH FEE: _____ = GRAND TOTAL \$ _____

NO POST MARKS AFTER MARCH 31, 2019

AFTER MARCY 15, 2019 - ADD LATE FEE OF \$20.00 TO YOUR TOTAL. EVERYONE MUST HAVE A CONFIRMATION TO ENTER ALL 3 DAYS.

CONFIRMATION SLIPS A MUST to check in on Friday & Early Arrival Before show hour's all weekend. **Circle # Needed: 1 2 3**

IF YOU FORGET YOUR CONFIRMATION SLIP & ON YOUR WAY, MAKE SURE TO HAVE DRIVER'S LICENSE READY FOR FRIDAY ONLY.

SAT. & SUN. MORNINGS ENTER THRU UNLOADING DOOR "A" & HAVE CONFIRMATION READY. FREE PARKING & ENTRANCE FOR SHOPPERS.

ALL BOOTHS IN THE SHOW MUST BE JURIED, **EVEN IF YOU ARE SHARING A SPACE**. EACH ARTIST MUST BE JURIED. THIS CONFIRMATION MAY NOT BE SOLD OR TRADED. THANK YOU! Coming in together, **you only need ONE SLIP**, workers coming in separately **BEFORE SHOW HOURS**, NEED THEIR OWN SLIP.

**** Submit a SEPERATE CHECK/Money Order & S.A.S.E., FOR EACH SHOW & MAKE CHECK(S) OUT TO & MAIL TO:**

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

MONEY ORDERS ONLY AFTER MARCH 15, 2019 AND AN ADDITIONAL LATE FEE OF \$20.00 SEE DEADLINE ON FRONT OF APPLICATION.

NO DOORS MAY BE PROPPED OPEN FOR SMOKING DURING SHOW HOURS, IF CAUGHT DOING SO YOU WILL LEAVE WITH NO REFUND.

I have read both sides & Understand all Rules and Regulations of this Application and do agree to abide by them & by KALAMAZOO EXPO CENTER Rules also. I have my own Insurance and waive all rights and any claims against "Eagle Take Flight" or KALAMAZOO EXPO CENTER by signing below. Security has the right to ask me to leave if I misrepresented or cause a disruption or break any rules, EXAMPLE: No Fires, pets, door's propped open, ETC.

RVSD: APRIL 30, 2018

SIGNATURE of ARTIST/CRAFTER PRINTED ABOVE: X _____ **DATE:** _____

FOR OFFICE USE ONLY:

ISLE: _____ ENTRY DOOR: _____ BOOTH# _____ BOOTH SIZE _____ ELEC _____ CORNER _____ ADDITIONAL: _____

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

\$20.00 JURY CHECK # _____ DATE _____ 2ndCK/MO# _____ DATE _____ AMOUNT: _____ FOR _____

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