

2020 CHRISTMAS AT WINGS EVENT CENTER APPLICATION

DECEMBER 5 & 6, 2020 SATURDAY

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

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 5, 2020 & SUNDAY - December 6, 2020 NO LARGE TRACTOR TRAILER/SEMI'S ALLOWED IN SOME AREA'S, PLEASE CONTACT PROMOTER AHEAD OF TIME!

SET UP DATE: December 4, 2020 from **1 to 7 pm**, Call ABOVE # with Emergency's FRIDAY SET UP ONLY – **NO SATURDAY SET UPS, FRIDAY ONLY!**

SHOW HOURS: December 5, 2020 Saturday - 9:00 am - 4:00 pm & December 6, 2020 SUNDAY - 10:00 am - 4:00 pm

ARTIST HOURS: Saturday Dec. 5 - 7: am - 9: am & Sunday Dec. 6 - 8: am - 10: am ENTER YOUR LOBBY WITH DARK PINK CONFIRMATION

CONTACT: Beverly O Isaac HOME OFFICE Ph/Fax: 269-349-1185 E-mail: craftshows@charter.net Show Weekend ONLY CELL: 269-760-1222 Bev.

DEADLINE: **October 1, 2020** or when show is full. Priority is given to earliest postmark date by category and availability. **\$20 late fee after OCTOBER 1, 2020.**

Must be in our hands by: **November 1, 2020, please call if you do not understand. Last Post Mark date 10/31/20.** Waiting list free! SPACES ASSIGNED BY TYPE OF CRAFT & POST MARK DATE – no holds, no deposits, mail & write **"CALL ME"** if you are not sure.

VENDORS who have NOT been juried or have added NEW items, changed type of craft or is a New Crafter you must:

SOFT JURY: 1) **A ONE-TIME JURY FEE of \$25.00 IF YOU HAVE STAYED THE SAME!** Using a separate check which is Non-Refundable.

2) 3 pictures of your art/craft work, 2 of exhibit/set up, & 2 PICTURES OF SUPPLIES & WORK AREA! **Email Preferred**, mail is OK.

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) **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! **Security Cameras!**

TRAVEL TRAILER HOMES: MAY BE PARKED ON OUTER EDGE OF PARKING LOT/ARTIST LOT/NO HOOK UPS – **YOU MUST BE SELF CONTAINED! No dumping waste!**

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 Enclose a copy of your **Food License** when submitting an application, or if **Cottage Law**, write on 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. The Kalamazoo Health Dept., does come around, so post your license, thank you!

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 6/1/2020** a 50% handling fee charged on full booth price. **No refunds after 6/1/2020. Confirmations must be returned with a LETTER explaining to Bev why you need to Cancel,** and please Contact her, she is reasonable about cancelations, **let's talk.**

SECURITY/INSURANCE: Security will be provided for exhibitors from set-up to tear down. **You must have your own insurance, on yourself, workers, helper, your set up & when setting up & tearing down, Wings nor E.T.F. is not responsible for any accidents, falls, injuries or broken items from setting up to tearing down.** **Eagle Take Flight** nor **Wings Event Center** will NOT be held responsible for you, your workers, your items or you monies, unattended displays or stored items. **You must have your own insurance**, we do not need a copy of this, but you need to be covered in full.

CHECK-IN: Check in is by **Lobby Entrance & Overhead Door for Floors**, pick up your Envelope Here, **if not we will come around before 7pm!** When you arrive **ON FRIDAY 12/4/20 before 7PM** we will find you or bring it Saturday morning. **NO SATURDAY SET UPS.**

APPLICATIONS: 2021 Completed Applications will be collected by "Eagle Take Flight" Staff beginning after 12 Noon on Sunday, wearing a Navy-Blue Apron & a Name Badge. The weekend of the show. Please use the envelope you received them in and include check or money order (NO Cash). **HANDING**

IN WEEKEND OF SHOW: NO SASE IS REQUIRED. WE WILL PROVIDE ONE FOR YOU – YOU MAY ALSO BRING IT TO TEMP. OFFICE – TO KEEP YOUR SAME SPACE #.

UNLOADING **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.**

& LOADING: **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.**

SET-UP: **DOORS # 1 THRU 10 COUNTER CLOCK WISE: WINGS SOUTH LOBBY DOOR #1 SAT./SUN. & WINGS NORTH LOBBY DOOR #10 Friday, December 4, 2020 1:00pm - 7:00pm. UNCLAIMED SPACES WILL BE SOLD AT 7:00pm** in **Section 15** 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. if full, please **PARK on Outer Edges** for it 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 inside, no open flames, no pets

<http://www.CraftLister.com/EagleTakeFlightPromotions> & <http://www.EagleTakeFlightPromotions.com> & Facebook as well, MORE items LISTED ON THE CONFIRMATION; "IF" building is destroyed for any reasons, no Refunds Allowed & if World Wide Disaster should happen, show moved to following year, see 2020 Virus, for example! We do want you to have a full house, use Artist Lot or Park on outer edge, you will be here all day, help us, help YOU!

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

Separate Applications for each Artist, but **ONLY ONE CHECK**. Request to be "NEXT TO EACH OTHER" S/B in the same envelope if possible!
 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!
 USING BLUE OR BLACK INK & PRINT ONLY! "IF" U have **TITLE/BUSINESS NAME:** _____

ONE ARTIST PER APP:

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

ADDRESS: _____ CELL PH # (_____) _____

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

YOUR HOME-MADE ART/CRAFT WORK CATEGORY: _____

CATEGORY CONTINUED: _____

FRIDAY SET UP ONLY!

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 without tops!** FIREMARSHALL 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 OR IF COTTAGE LAW, STATE SO. 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 IF KNOWN OR SAME AS LAST YEAR: not available you will be **CALLED FIRST** and then put on a waiting/cancellation list for 2020 **NO tables, chairs or dividers provided; you are JUST RENTING SPACE.** SEE THE FRONT SIDE FOR EXTRA FORGOTTEN CHARGES/this is a CONTRACT. CHOOSE BUILDING FIRST 1 - 3, then # 1 - # for desired SIZE SPACE you Prefer: NOTE: WRITE CALL OR write you choose, no idea, after size needed.

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 \$330.00 _____
58 WINGS CONCOURSE 10 X 6 \$300.00 _____	32 VALLEY ARENA WALL 10 X 10 \$330.00 _____	42 ZOO FLOOR WALL 10 X 10 \$320.00 _____
73 WINGS ARENA WALL 10 X 10 \$330.00 _____	30 VALLEY ARENA No EL 10 X 14 \$340.00 _____	32 ZOO FLOOR NO EL 10 X 14 \$330.00 _____
32 WINGS ARENA IN CENTER 10 X 14 \$340.00 _____	03 VALLEY 20 X 5 CEMENT FL. \$410.00 _____	ALL 20 x 5 SPACES ARE \$410.00 _____

NEW, ADDED OR CHANGE ANYTHING 1X JURY FEE \$25.00: \$ _____ THIS IS A SEPARATE CHECK ALWAYS. THANK YOU! **MAKE SURE YOU KNOW YOUR HOME MADE. LATE FEE AFTER OCT. 1, 2020 - \$20.00**

ELEC. STRIPS ALLOWED EACH PLUGGED INTO WINGS BOXES is \$10. \$ _____ + CORNER \$10.EACH \$ _____ + BOOTH FEE \$ _____ + LATE FEE: _____ TOTAL: \$ _____
 DATE EMAILED PICTURES IN: _____ MAILING PICTURES IN: _____ NONE ALREADY JURIED _____ NO MAIL ACCEPTED AFTER post mark date of OCT. 31, 2020 CALL!

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) EACH CAR NEEDS ONE ON THEIR DASH BOARD! FREE PARKING & ENTRANCE FOR SHOPPERS
 SUBMIT: A Check/Money Order & Self Addressed Stamped Envelope **(SASE)** & SIGNED Application (& Email Pictures Preferred if Not Juried, mailing is okay)
SIGNED APPLICATION & CHECK MADE OUT TO & MAIL TO:

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

MONEY ORDERS ONLY ACCEPTED AFTER OCTOBER 1, 2020 AND AN ADDITIONAL LATE FEE OF \$20.00 - **SEE DEADLINE ABOVE & 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. SEE INS. FRONT SIDE, FOR E.T.F. nor Wings Event Center is not responsible for any accidents, falls, trips, on you or any worker's in your booth, nor contents of booth or stored items. 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: APRIL 19, 2019

SIGNATURE OF THE PRINTED NAME ABOVE: _____ **DATE:** _____
1/19/20 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 _____ CHECK/MO# _____ 2ndCK/MO# _____ DATE _____ AMOUNT: _____ FOR _____
 POST-MARKED _____ DATERCVD _____ DATE DONE _____ REASON 4 REFUND _____ REF.CK # _____

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