

2021 CHRISTMAS AT WINGS EVENT CENTER APPLICATION

DECEMBER 4 SATURDAY & DECEMBER 5 SUNDAY, 2021

Eagle Take Flight P.O. Box 516, Parchment, MI 49004-0516 wingscraftshow@gmail.com **NEW EMAIL**

SHOW PLACE: Wings Event Center, 3600 Van Rick Dr. Kalamazoo, Michigan 49001 [WINGS CELL Bev 269-760-1222](tel:269-760-1222) Weekend of Show ONLY

DATES: SATURDAY - December 4, 2021 & SUNDAY - December 5, 2021 NO LARGE TRACTOR TRAILER/SEMI'S ALLOWED IN SOME AREA'S, PLEASE CONTACT PROMOTER AHEAD OF TIME!

SET UP DATE: December 3, 2021 from 1 to 7 pm, Call ABOVE # with Emergency's FRIDAY SET UP ONLY – NO SATURDAY SET UPS, FRIDAY ONLY!

SHOW HOURS: December 4, 2021 Saturday - 9:00 am - 4:00 pm & December 5, 2021 SUNDAY - 10:00 am - 4:00 pm

ARTIST HOURS: Saturday Dec. 4 - 7: am - 9: am & Sunday Dec. 5 - 8: am - 10: am ENTER YOUR LOBBY OR WINGS LOBBY WITH CONFIRMATION SHEETS, ONCE YOU HAVE ENTERED, WINGS WILL STAMP YOUR HAND TO MAKE IT EASIER FOR THE REST OF THE WEEKEND.

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

DEADLINE: October 1, 2021 or when show is full. Priority is given to earliest postmark date by category and availability. \$40 late fee after OCTOBER 1, 2021. Must be in our hands by: November 1, 2021, 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.

SOFT JURY: VENDORS who have NOT been juried or have added NEW items, changed type of craft or is a New Crafter you must:
1) A ONE-TIME JURY FEE of \$40.00 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 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) A \$10 FEE is charged for Replacements or Additional ones not requested when APPLYING.

5) 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 TRAILERS: MAY BE PARKED ON OUTER EDGE OF PARKING LOT/ARTIST LOT, NO HOOK UPS, YOU MUST BE SELF CONTAINED! No dumping waste in lots!

CONFIRMATION: Sent within 90 Days of receiving payment, usually sooner. Confirmation will be needed for FRIDAY SET UP and Early Entry on Saturday & Sunday mornings, Wings Security will then STAMP THE BACK OF HAND WITH WASHABLE INK, so you will not have to keep carrying Confirmations.

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 in.

REFUND POLICY: Before 6/1/2021 a 50% handling fee charged on full booth price. No Refunds after 6/1/2021. Confirmations must be returned with a LETTER explaining why you need to Cancel, ALONG WITH A SASE. Contact Bev, she is reasonable, & talking it out.

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 or on yourself either. Eagle Take Flight nor Wings Event Center will NOT be held responsible for you or your workers your items or on your monies, unattended displays or stored items. You must have your own insurance; you need to be covered in full along with your workers as well. IF you request an ambulance or fall or are Hurt in any way you need to be covered by your own paid for Insurance. Includes ambulances.

CHECK-IN: Check in is at Each Overhead Door for Floors & Wings Lobby; pick up your Envelope there. We will come around before 7pm! ON FRIDAY 12/3/2021 to find you or bring your Envelope to you on Saturday Morning, no worries! NO SATURDAY SET UPS.

APPLICATIONS: Completed Applications for the following year, will be collected by "Eagle Take Flight" Staff beginning after 12 Noon on Sunday, wearing a Navy Apron & a Name Badge. Please use the envelope you received them in and include check or money order (NO Cash). NO SASE IS REQUIRED; WE WILL PROVIDE ONE FOR YOU – THIS IS TO KEEP YOUR SAME SPACE #. & OR ASK TO MOVE ALSO, LIST AS MANY CHOICES AS YOU LIKE.

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 SI COUNTER CLOCK WISE: WINGS SOUTH LOBBY DOOR #1 SAT./SUN. & WINGS NORTH LOBBY DOOR #10 Friday, December 3, 2021 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!

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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Separate Applications for each Artist; Request to be "NEXT TO EACH OTHER" or in same Booth S/B IN SAME Envelope!

YOU MAY NOT SELL your space if you need to cancel; CONTACT BEV ISAAC AT: [1-269-349-1185](tel:1-269-349-1185) TO: discuss any arrangements to be made!

USING BLUE OR BLACK INK & PRINT ENTIRE AP. ONLY! "IF" U have a TITLE/BUSINESS NAME: _____

ONE ARTIST PER APP:

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

ADDRESS: _____ NEW WEB SITE/SALE SITE: _____

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 2021 **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. Changing spaces here on out, is a Cost of \$50.00

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 \$310.00 _____

9 WINGS CONCESSION 12 X 12 \$420.00 _____ 15 VALLEY BLEACHER/EL 10 X 10 \$330.00 _____ 4 OVER LOOK LOBBY 10 X 10 \$330.00 _____

58 WINGS CONCOURSE 10 X 6 \$310.00 _____ 32 VALLEY ARENA WALL 10 X 10 \$340.00 _____ 42 ZOO FLOOR WALL 10 X 10 \$330.00 _____

73 WINGS ARENA WALL 10 X 10 \$340.00 _____ 30 VALLEY ARENA No EL 10 X 14 \$350.00 _____ 32 ZOO FLOOR NO EL 10 X 14 \$340.00 _____

32 WINGS ARENA IN CENTER 10 X 14 \$350.00 _____ 03 VALLEY 20 X 5 CEMENT FL. \$420.00 _____ ALL 20 x 5 FL. SPACES ARE \$420.00 _____

NEW, ADDED OR CHANGE CATEGORY: 1X JURY FEE \$40.00: \$ _____. ALL CHANGES MUST BE MADE IN WRITING! **LATE FEE AFTER OCT. 1, 2021 - \$40.00**
Oct.1,2021

ELEC. STRIPS OK, EACH PLUGGED INTO **WINGS BOXES** is \$15.00 \$ _____ + CORNERS \$10.00 \$ _____ + 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, 2021 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, 2021 AND AN ADDITIONAL LATE FEE OF \$40.00 - 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 workers 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: January 1, 2021

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

BELOW SIGNATURE LINE IS 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 IN** _____ **CHECK/M.O.DATE** _____ **CHECK/MO #** _____ **NO SASE/SIG./OWED:** _____ **DUE:** _____

\$40.00 JURY CHECK DATE _____ **CHECK/MO#** _____ **2ndCK/MO#** _____ **DATE** _____ **AMOUNT:** _____ **FOR** _____

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

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