

**ARTIST & CRAFTER'S APPLICATION FOR MAY 6 & 7, 2017**  
**SPRING INTO WINGS, WINGS EVENT CENTER**  
**MILHAM PARK & SPRING INTO WINGS HAVE BEEN COMBINED!**  
EAGLE TAKE FLIGHT PROMOTIONS - P.O. Box 516, Parchment, MI 49004-0516

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- SHOW PLACE:** **WINGS EVENT CENTER**, 3600 Van Rick Dr., Kalamazoo, MI 49001 Wings Show weekend ONLY EMERGENCY CALLS CELL # 269-760-1222  
Milham Park Show is now combined with "Spring into Wings", "no more worry about Rain Dates", Always first full weekend in May inside!
- SHOW DATES:** **SATURDAY – MAY 6, 2017 & SUNDAY – MAY 7, 2017** ALWAYS THE FIRST FULL WEEKEND IN MAY!
- SET UP DATE:** **FRIDAY - MAY 5, 2017** 1:00PM TO 7:00PM DOORS ARE LOCKED AT 7:00PM-FINISH SET UP UNTIL 9:PM EXIT THRU LOBBY ONLY!
- SHOW HOURS:** **SATURDAY MAY 6, 2017** - 9:00am – 4:00pm & **SUNDAY MAY 7, 2017** - 10:00am – 4:00pm
- ARTIST HOURS:** **SATURDAY** 7:00am – 9:00am & **SUNDAY**, 8:00am – 10:00am - Lobby entrance with Blue Confirmation ONLY.
- CONTACT:** **Beverly O. Isaac** HOME OFFICE: Ph/Fax: 269-349-1185 E-mail: craftshows@charter.net **WEEKEND OF SHOW 269-760-1222**
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- DEADLINE:** **APRIL 5, 2017** or when show is full. Priority is given to earliest postmark date by category and availability. **\$20.00 late fee** after **APRIL 5, 2017 per space and Money Orders ONLY. NO POST MARKS ACCEPTED after APRIL 10,** call to make arrangements.
- SOFT JURY:** **Vendors who have NOT been juried in the past or have added new items must send in:**
- EVERYONE:**
- 1) A Onetime **JURY FEE** of \$20.00 using a separate check which is Non-Refundable.
  - 2) **2/3 pictures of your art/craft work, 2 of exhibit/set up, 2/3 of work space a must,** mailing or e-mail accepted. Must be juried.
  - 1) **SEND IN A Self Addressed Stamped Envelope** for return of pictures &/OR your **Confirmation which everyone must have.**
  - 2) **A \$5.00 charge for NOT sending in an S.A.S.E. charge collected at show, handing Application in at show, No SASE required.**
  - 3) **A \$5.00 charge for NOT SIGNING your Application.** Please help us save time & office help, by **Signing your Application also.**
  - 4) **A \$20.00 charge for asking for changes within 30 days of show start date. PLEASE READ EVERYTHING NOW.**
- CONFIRMATION:** Will be sent **within 30 days** of receipt of payment. Confirmation will be needed for **FRIDAY SET UP** and early entry on Saturday & Sunday. A \$10 administration fee will be 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 food needing refrigeration on ice. Vendors selling dog/cat treats must submit a copy of your **agriculture license** with your application. If you refer to the "Cottage Law" please send explanation.
- NSF CHECKS:** **A \$30 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 9/30/16** a 50% handling fee charged on full booth price. **No Refunds After 9/30/16, Confirmations must be returned.**
- 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. Ins. on you, workers, set up etc. etc.
- CHECK-IN:** A "Check In Envelope" **will be brought to your space** when you arrive **ON Friday 5/5/17 before 7:00pm** nothing else needs to be done. This envelope secures your space and contains applications for the next TWO SHOWS. **NO SATURDAY SET UPS.**
- APPLICATIONS:** Completed applications will be collected by "Eagle Take Flight" staff **beginning** on Sunday afternoon at 1:00pm the weekend of the show. Please use the envelope you received them in and include check or money order (no cash). You may also bring completed Applications to Temporary Office located in VALLEY LOBBY hall way **by Sect. 18** "The Nest" Sign on Door. Thank U.
- UNLOADING/LOADING:** Arena vendor's line up at the Northwest area of the parking lot near the **"ZOO BUILDING"** which is next to **the I-94 fence line** Concourse/Lobby vendors obtain parking in the WINGS EVENT CENTER lot according to location of your space. No parking in fire lanes! Vendors are only allowed to use WINGS EVENT CENTER parking lot while loading/unloading on Friday & Sunday NIGHT.
- SET UP:** **FRIDAY, MAY 5, @ 1:00pm - 7:00pm.** **UNCLAIMED SPACED WILL BE SOLD AT 7:00pm in Sect. 18 arena seating area.** Unclaimed spaces will be assigned according to application postmark date, medium and space requirement. Doors locked at **7:00pm** for security reasons. **Everyone must be out by 9:00pm. No entrance after 9:00pm. Please call PHONE # ABOVE** before **7:00pm** if accident, flat tire or emergency arises on the day of show so your space is not sold. # 269-760-1222 SHOW WEEKEND ONLY.
- VENDOR** **ALL** exhibitors must park in the **Artist Parking Lot** located across the street from **WINGS EVENT CENTER** on Van Rick Dr. which is marked. **During Bad weather PARKING IS PERMITTED using the very end of the South Lot,** furthest from **WINGS EVENT CENTER.** The outer edges will accommodate large trailers and mobile homes. **WINGS EVENT CENTER Parking Lot is for your customers.**
- RULES:** Vendors must obey rules & regulations set forth by **WINGS EVENT CENTER** a few are; **no smoking, open flames, pets,**  
**NO SATURDAY SET UP'S THE HEAT IS TURNED ON OVER NIGHT, TO KEEP YOU WARM DURING THE WEEK END. DO NOT PROP OPEN DOORS DURING THE DAY TO SMOKE, WE LOOSE HEAT & YOU WILL LEAVE/NO REFUND.**

# ARTIST & CRAFTER'S APPLICATION FOR MAY 6 & 7, 2017

## SPRING INTO WINGS, WINGS EVENT CENTER

**\*\*MILHAM PARK & SPRING INTO WINGS HAVE BEEN COMBINED! ALWAYS FIRST FULL WEEKEND IN MAY!**

EagleTakeFlight, P.O. Box 516, Parchment, MI 49004 [CRAFTSHOWS@CHARTER.NET](mailto:CRAFTSHOWS@CHARTER.NET) & HOME OFFICE # 1-269-349-1185 NOT WEEKEND OF SHOW!  
NO WORRIES ABOUT RAIN ANY MORE!

PRINT & COMPLETE USING BLUE OR BLACK INK ONLY: IF YOU HAVE A **COMPANY NAME:** \_\_\_\_\_

Separate Applications & Checks for those Sharing a Booth Together. Requests to be "NEXT TO EACH OTHER" must be in the same envelope also.  
**YOU MAY NOT SELL YOUR SPACE, Need To CONTACT BEV ISAAC AT: H/O 269-349-1185 Before weekend: Cell # On weekend: 269-760-1222**

**ONE NAME PER APP.**

ARTISTS NAME: \_\_\_\_\_ BESTPH#: (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PH#: (\_\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIBE YOUR HOME MADE ART/CRAFT **WORK:** \_\_\_\_\_

**CONTINUED:**

**\* USE ADDITIONAL SHEETS LISTING EVERYTHING IN BOOTH IF NEEDED, NOTES TO PROMOTER & ADDITIONAL SPACE #s DESIRED! THANK YOU! \***

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

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 # BELOW IN SPACE: - IF YOUR CHOICE is not available; you will be **CALLED FIRST** and then put on a waiting list for **2017** & a mailing list for **2018.** Write "CALL" in any space below if YOU Are **NOT Sure.** Tables, chairs, dividers, **NOT provided; you are just renting STORE FRONT.**

**# IN DESIRED ORDER PLEASE:**

WINGS ENTRANCE TO SHOW LOBBY **12 X 12** \$200.00 \_\_\_\_\_ AROUND CONCOURSE/**IN CONCESSION AREA** **12 X 12** \$190.00 \_\_\_\_\_

WINGS ARENA (With Elec., Outer Wall) **10 X 10** \$160.00 \_\_\_\_\_ MIDDLE OF ARENA/FLOOR (No Electric Possible) **10 X 14** \$160.00 \_\_\_\_\_

CONCOURSE (Walk to seating area) **20 X 6** \$160.00 \_\_\_\_\_ CONCOURSE HALF OF 20 X 6 & ONLY ONE END **10 X 6** \$100.00 \_\_\_\_\_

1X - JURY FEE \$20.00 \_\_\_\_\_ + ELEC.PER. \$5.00: \_\_\_\_\_ +REQ. CORNER \$5.00: \_\_\_\_\_ +BOOTH FEE: \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_.

**LATE FEE AFTER APRIL 5, 2017 \$20.00:** \_\_\_\_\_ EMAILING PICTURES IN: \_\_\_\_\_ MAILING PICTURES IN: \_\_\_\_\_ NONE ALREADY JURIED: \_\_\_\_\_

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

FREE PARKING & FREE ADMIT FOR SHOPPERS

**EACH ARTISTS/CRAFTER IN ONE BOOTH MUST BE JURIED, SEPARATE JURY FEE:** PLEASE SUBMIT SEPARATE APPLICATION'S ALSO IN SAME ENVELOPE! THANK YOU!

Coming in together, **you only need ONE SLIP,** workers are coming in separately **BEFORE SHOW HOURS,** will need their own **CONFIRMATION SLIP.**

FREE ADMITANCE & FREE PARKING! NOTE: Submit a Separate 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 APRIL 5, 2017 & 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 WINGS EVENT CENTERS Rules also. I have my own insurance and waive all rights and any claims against "Eagle Take Flight" or WINGS EVENT CENTER by signing below. Wings Security has the right to ask me to leave if I misrepresented myself or cause a disruption or break any rules, a few are NO Pets, FIRES, Doors Opened, etc...

**MAY 6 & 7, 2017**

**SIGNATURE of Printed Name Above:** \_\_\_\_\_ **X** \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*BELOW THIS LINE IS FOR OFFICE USE ONLY:**

AREA \_\_\_\_\_ BOOTH# \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ ELEC \_\_\_\_\_ CORNER \_\_\_\_\_ ADDITIONAL: \_\_\_\_\_

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

JURY CHECK # \_\_\_\_\_ DATE \_\_\_\_\_ 2<sup>nd</sup> CK/MO# \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT: \_\_\_\_\_ FOR \_\_\_\_\_

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