

Royal Oak High School PTSA Holiday Arts & Crafts Fair
Saturday, November 19, 2011 ♦ 10:00am - 4:00pm

Crafter/Vendor Participation, Information & Application Package

SPACE RENTAL FEES & DIMENSIONS

ALL SPACES RENT FOR \$60.00

Cafeteria - 14'x6'

Gym - 10'x9'

Hallway - 10'x6'

8' TABLE(S) - \$15.00

ELECTRICITY - \$5.00

SPACE SPECIFICS

- Tables are not provided with the spaces. You may provide your own or rent one from us for an additional \$15.00 per table.
- Two chairs will be provided in each space.
- You must provide for your own walkway and keep your entire exhibit within the boundaries of your space. Due to local fire codes, this spec will be strictly enforced!
- Electricity is available at an additional cost, however it is limited. If you choose to rent, you must bring your own UL-approved extension cord.

SHOW SPECIFICS

- Royal Oak High School is located at 1500 Lexington Blvd. in Royal Oak (north of 13 Mile Rd., east of Crooks Rd.).
- This is a Juried Show. Two (2) or three (3) photos of the craft you will be selling are required for verification purposes. These photos can be submitted as hard-copies in your application package or sent electronically. We reserve the right to request the removal of any items in your exhibit space that were not juried prior to the show. All photos will be returned in the Crafter(s) Show Package at check-in.
- Show hours are 10:00am - 4:00pm. Exhibit space must remain in place and open to attendees until after the close of the show.
- A limited number of vendors are accepted into our show's "Vendor Marketplace".
- The ROHS PTSA reserves the right to admit or deny any/all Crafters/Vendors applications based on specific show & product percentages.
- Assistance (limited) is available with merchandise loading/unloading.
- Choice of two (2) setup dates and times.
- All show communication is done solely via electronic mail (unless otherwise requested) assuring timely response(s).
- Confirmation of show acceptance will be delivered via electronic mail. If a hard-copy confirmation is required, a self-addressed, stamped envelope must be included when submitting your application package.
- Door Prize Raffle - ALL Crafters/Vendors are asked to donate a craft item/product for our door prize raffle. This raffle serves as a fundraiser for the ROHS PTSA and Crafter/Vendor participation is greatly appreciated! In addition, it also draws attendees to individual exhibit space(s), thus providing added foot traffic & exposure.
- Royal Oak High School is a Nut-Free School Zone! Per school policy, absolutely no nut products of any kind are to be brought on property. We thank you for your understanding & your cooperation!
- Lunch and refreshments available for purchase on Show Day, with lunch delivery available to Crafters when pre-ordered.
- Each exhibit space receives two (2) free coffee(s) and donut(s) from 7:00am - 10:00am on Show Day.

Cancellation Policy

- Once applications have been received and processed, absolutely no refunds will be issued.

Deadline(s)

- Space allowing, applications will be accepted until November 5, 2011 with no additional charges applied. Applications submitted November 6, 2011 - November 12, 2011 will be accepted with an additional \$15.00 registration fee attached. No applications will be accepted after November 12, 2010.

SHOW ADVERTISEMENT

- To help make our show a success, extensive publicity is planned, including but not limited to, local newspaper advertisements and electronic postings, electronic flyers on all of Royal Oak Public Schools individual Web Pages, outdoor signs placed throughout surrounding area, and postings in selected area businesses.



Please submit completed application package to:
Royal Oak High School Holiday Arts & Crafts Fair
1528 Crooks
Royal Oak, MI 48067

Additional Information and/or Questions:

Janet Norling or ROHS PTSA Website
norlingj@royaloakschools.com www.rohsptsa.org

**Royal Oak High School PTSA
 Holiday Arts & Crafts Fair
 November 19, 2011**

Exhibitors Application

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Email Address: _____

Telephone: _____

Type of Craft: _____

Is Craft Hand/Home-Made? _____

Special Request(s): _____

** Special requests will be honored when/if possible.*

EXHIBIT SPACE REQUEST(S):

Cafeteria (14'x6') _____ @ \$60.00/per = _____

Gym Area (10'x9') _____ @ \$60.00/per = _____

Hallway (10'x6') _____ @ \$60.00/per = _____

EXHIBIT SPACE EXTRA(S):

8' Table(s) _____ @ \$15.00/per = _____

Electrical Outlet _____ @ \$5.00/per = _____

TOTAL AMOUNT DUE/ENCLOSED: \$ _____

**Please make checks payable to Royal Oak High School PTSA*

EXHIBIT SPACE SETUP PREFERENCE - Please check:

Friday, November 18 - 6:00 pm to 8:00 pm _____

Saturday, November 19 - 8:00 am to 10:00 am _____

** This information is requested as a courtesy only. You are able to setup either day, however the specific times of setup are strictly enforced.*

SHOW HOURS

Show hours are 10:00am - 4:00pm. Exhibit space shall remain in place until the close of the show.

SHOW CANCELLATION POLICY

Once applications have been received and processed, absolutely no refunds will be issued.

APPLICATION DEADLINE(S)

Space allowing, applications will be accepted until November 5, 2011 with no additional charges incurred. Space allowing, applications submitted between November 6, 2011 - November 12, 2011 will be accepted with an additional \$15.00 registration fee attached. No applications will be accepted after November 12, 2011.

Crafter Acknowledgment Signature _____

Date _____

*Please submit completed application package * to:*

*Royal Oak High School PTSA Holiday Arts & Crafts Fair
 1528 Crooks
 Royal Oak, MI 48067*

** Application Package consists of completed application, applicable payment, and photographs for jury process.*

SHOW MANAGEMENT USE ONLY - Please do not write in this area

Date Rec'd _____	Check # _____	Photo(s) _____
Accepted _____	Space Assignment _____	Confirmation _____