



# Big Holiday Craft Show



## VENDOR GUIDELINES

- \* Each booth shall have a space of 8 x 8 feet, unless otherwise stated. The donation per booth is \$105.00..
- \* Deduct \$5.00 per booth when you supply your own table.
- \* Each premium booth space shall be on a first come first serve, paid in full basis with spaces available for \$130.00 each.
- \* A few smaller booths are available at a rate of \$85.00 per booth.
- \* All booths will have 2 small tables and up to two chairs included. No table coverings are available. Electricity is available for \$10.00 extra per booth.
- \* All booths also include ad space and an index listing in a commemorative booklet.
- \* All booths shall remain open from 8:50 a.m. until 3:00 p.m. on November 5<sup>th</sup>, 2011
- \* Booth set up times will be 7 a.m. until 8:50 a.m. on Saturday, November 5<sup>th</sup> and possibly two hours on Friday evening, November 4<sup>th</sup>. All vendors must have booths torn down and craft items out of Bay West College by 5:00 p.m. on the 5<sup>th</sup>.
- \* Concessions will be available at the facility all day, so no concession-type foods or drinks will be allowed to be sold at any of the crafter's booths
- \* All items up for sale need to be homemade hand-crafted items by you or someone you contract with to sell their items.
- \* Craft show management reserves the right to accept or reject any application for booth space. Any disregard for the rules is grounds for termination and you will be asked to leave. An attendant will be on hand during the craft sale all day.
- \* Payment for booth donation must be made in full and submitted with your application. We will do our best to give you the preferred booth number on your request. No refunds, no exceptions. All booths must be reserved by 10/10/11.
- \* Each crafter is responsible for his or her own display, set-up and teardown. Candles, incense or other ignitable items are not permitted to be burned during the show for any reason. This would be a reason for dismissal.
- \* Each crafter is asked to please donate an item from their booth for a door prize drawing being held throughout the day by the NIE (Newspapers In Education) program.
- \* This event will be promoted heavily in Iron Mountain, Escanaba, Houghton and Marquette.
- \* A special commemorative booklet will be printed for distribution in The Daily News on Friday, November 4<sup>th</sup>. Each crafter will have an ad and a listing where their booth will be located at the show.
- \* Current booth availability can be viewed at [www.ironmountaindailynews.com](http://www.ironmountaindailynews.com), click on the Big Holiday Craft Show link, and then click on the floor plan.

**Newspapers in Education is a non-profit program. All proceeds from the Big Holiday Craft show will be used to pay for the cost of newspapers to the children in our local schools or used to purchase other educational supplements to be distributed to classrooms participating in The Daily News NIE program. The newspapers are paid for by The Daily News, local businesses, and generous subscribers. By contributing you are helping our young people learn the importance of current events and instilling a sense of civic awareness.**