

Sand Creek Antique and Craft Show

6518 Sand Creek Hwy. Sand Creek, MI 49279

Phone: 517-436-3124 Fax: 517-436-3193

Email: sandcreek.craftshow@gmail.com

RULES AND PROCEDURES

Revised October 1, 2014

The Sand Creek Antique and Craft Show is held annually on the
Saturday prior to Thanksgiving, from 8:00 a.m. to 3:00 p.m. [Rev. 1-9-06]

Show Set-up Information

- Set up time is Friday 4:00 p.m.-8:00 p.m.
- Exhibitors must register at designated check-in location to receive show information before setting up.
- Booth contents CANNOT be covered overnight and *all products must be on display for jurying*. [Rev. 10-20-09]
- The Committee juries booths after show set-up. Each booth is inspected for compliance to the rules stated here, as well as the products stated on the vendor application or renewed contract. Pink slips will be issued for violation of rules. [Rev. 10-20-09]

Booth Provisions and Requirements

- Booth spaces are 9'x6' (classrooms & gyms) and 11'x5' or 18'x3' (hallways) as marked at \$50 per space. [Rev. 10-20-09]. This includes the use of two school-provided folding chairs per vendor. [Rev. 10-1-14]
- The Committee reserves the right to sell certain areas of booth space in varying sizes to vendors at \$1 per square foot [Rev. 10-20-09]
- The Committee reserves the right to limit the number of booths rented to a vendor. [Rev. 10-20-09]
- A limited number of 8-foot tables can be rented for \$5.00 each, but must be requested **prior** to the show.
- Tables are to be covered on top and sides to the floor, by the exhibitor.
- Use of electricity is not guaranteed; only select spaces have outlets nearby. Electrical cords may **NOT** cross walkways or be above booths. **Vendors must provide their own electrical cords**. [Rev. 10-1-10]
- **NO** additional tables, racks, backdrops, or goods will be allowed **outside** your marked space. Items and signage **may not** be hung on walls, lockers, whiteboards, cabinets, etc. [Rev. 3-1-13]
- All extra product and/or empty transport containers must be stored out of sight in the booth or in the exhibitor's vehicle. No storage space is provided outside the exhibitor's space.
- Access aisles between booths are not guaranteed; your measured booth space includes your entry to your booth, as well as your seating space. [Rev. 10-1-14]

Day of Show Rules

- Exhibitors may shop the show starting at 7:00 a.m. on Saturday.
- No portion of the exhibit is to be packed or removed, unless sold, until 3:00 p.m. Saturday.
- Exhibitor parking is in the designated lot ONLY. *The fire lane/access drive on the south side of the building cannot be blocked or used for through traffic*. [Rev. 10-20-09]
- Exhibitors will leave the rented space in the same condition as found, free of debris.
- No open flames are allowed (ie: for candles.)

Types of Product

- The Committee reserves the right to limit the number of booths for each type of craft to prevent show saturation (ie: candles, jewelry, evergreens, etc.) [Rev. 10-20-09]
- Any change in product offerings must be submitted in writing to the Committee at least two months prior to the show. The Committee reserves the right to refuse the vendor's request. [Rev. 10-20-09]

Types of Product, con't

- **All items must be antiques or crafts made by the exhibitor. The resale of manufactured items will not be allowed, and will be cause for dismissal from the show.**

Manufactured Items

The Committee defines a manufactured item as “an item purchased and priced for sale at the show, with minimal or no craft performed on the item.” The following (as well as other items identified by the Committee) are examples of manufactured items that will NOT be allowed and will be subject to a pink slip being issued to the exhibitor:

- purchased product without a craft created, ie: beanie babies, teddy bears, baskets, etc.
- purchased product with minor alterations such as a bow or a flower being added
- purchased jewelry bagged or carded for resale
- purchased logo clothing, not created by the exhibitor
- purchased lotions, sprays, oils, potpourris, candles, etc. repackaged and/or relabeled as the vendor's own created product [Rev. 10-20-09]
- resale of catalog product such as Pampered Chef, Tupperware, Terry's Village, etc.
- No references to, or products made from, alcohol, tobacco, or drug products (eg: slumped bottles must have alcohol labels removed, no “beer can” hats, etc.) [Rev. 10-1-14]
- The Craft Show Committee has the right to request any unsuitable items (including manufactured items and items not previously approved by the Committee) be removed from the exhibitor's display. Non-compliance will result in removal of the exhibitor from the current and/or future shows. [Rev. 10-1-10]

Contract Renewal

- The contract for booth space rental will be in only ONE person's name and address. [Rev. 10-20-09]
- Subleasing of space will NOT be allowed. The person named on the contract must be present the day of the show. [Rev. 10-1-10]
- To ensure space in the next year's show, payment must be made by **February 1st** the year of the show.

Cancellations, Refunds and Dismissals

- Notification of withdrawal from show and request for refund must be made in writing.
 - Full refund will be issued if notice is received by **July 15**, the year of the show.
 - 1/2 refund will be issued if notice is received by **October 1**, the year of the show.
 - Cancellation **after October 1** can be made in writing or by phone. No refund will be issued.
- A pink slip for the same offense two years in a row will be cause for dismissal from future shows.
- Dismissal of a vendor by the Committee will follow the same refund rules as stated above. [Rev. 10-20-09]
- “No shows” and exhibitors who fail to comply with the rules stated here will forfeit their space and previous exhibitor status. Said exhibitors must reapply to be juried as a new exhibitor; the Committee reserves the right to refuse the vendor booth space. [Rev. 10-20-09]

Liabilities and Disclaimers

- Neither the Craft Show Committee, nor the Sand Creek Community School shall be held liable or responsible for loss due to fire, theft or other damages, whether caused negligently, willfully or otherwise, and they are hereby released from any and all liabilities of loss, injury and/or damages to person or property.
- It is the responsibility of the exhibitor to meet all craft show deadlines stated here. **The Craft Show Committee is in no way obligated to offer space to any exhibitor who misses deadlines.**
- If the show is canceled for any reason, the contract for booth space shall terminate and the exhibitor shall waive any claims, except the return of paid rental fees, which will be fully reimbursed regardless of the date of cancellation. [Rev. 10-20-09]
- All correspondence with the Craft Show Committee must be done in writing.
- Exhibitors must notify the Craft Show Committee of any address or phone number changes.
- By signing the show contract each year, the exhibitor agrees to abide by these rules.

***** The decisions of the Craft Show Committee are final in any and all matters. *****