

29th ANNUAL INDIAN RIVER CHRISTMAS CRAFT SHOW Information & Rules

Date & Location:

- November 27, 2009 from 10:00am – 4:00pm at Inland Lakes High School; 5243 S. Straits Hwy.

Registration:

- All crafters must register with the Chamber Staff inside the main High School entrance (entrance C) prior to set-up. Registration will begin at 7:00 am. **Any crafter who has not registered by 8:30 am will be considered a no show and their booth space will be reassigned.**

Eligible Media

- All items must be **hand-made**.

Exhibit Space

- Each participant will be provided a space of 8' deep and 12' wide, 10' deep and 10' wide or 5' deep and 16' wide.
- Racks and display must not exceed 7' in height.

Set Up

- Friday morning at 7:00am sharp; you must register before set up.
- Displays must be completed by 10:00am.

Take Down

- Starts at 4:00pm; if you begin to take down before 4:00pm you will not be allowed to return next year.
- All displays must be down no later than 5:30pm as the school will be closed at 6:00pm.

Fees:

- **No refunds will be issued for cancellations after October 31, 2009. Absolutely No exceptions.**

Rules & Requirements:

- Crafter must be present for the duration of the show and shall represent only his/her own work. If more than one crafter is sharing a booth all crafters names must be included on the application.
- Booths must be clean and neat at all times. No boxes etc. can be showing.
- All crafters must park vehicles in designated parking area. No exceptions! Shopper's parking lot must be **empty** of all crafter vehicles by 9:30am. Any crafter vehicles left in shopper's parking lot after 9:30am **will be towed at the owner's expense**.
- No overnight parking in school parking lot. All vehicles left overnight at the school will be towed at the owner's expense.
- **Booths located on hardwood flooring must provide protective floor covering under all display items (racks, table legs, chair legs, etc.) your confirmation form will specify if this applies to your booth.**
- Crafters must provide their own **tables/chairs**.
- Crafters must have a sales tax id number or file a one day concessionaire's form with the State of Michigan, Department of Treasury. This is required by law. For further information please contact: Department of Treasury at 231-922-5244.
- Any special needs that require use of school personnel or property will require a Special Use Fee prior to fulfillment of the request.