

# 39th Annual Indian River Christmas Craft Show Friday November 29, 2019 9:00 am - 3:00 pm

The Indian River Chamber of Commerce will be hosting the 39th annual **Christmas Craft Show** at Inland Lakes School on November 29, 2019 from 9:00 a.m. to 3:00 p.m.

Due to the popularity of this craft show **booths will be assigned on a first-come, first-serve basis only.**

PLEASE CHECK ALL BOXES THAT APPLY TO YOU

**BOOTH FEE:**  **\$85.00 PER BOOTH** *List the number of booths you need \_\_\_\_\_*

**\$5.00 Electricity** *(Limited Electric Available)*

**\$10.00 High School Gym Fee** *(This fee covers the cost of floor covering for the gym)*

**BOOTH SIZES: ALL BOOTH SIZES EVERY WHERE ARE 9'd x 12'w  
except for HALLWAYS they are 6'd x 12'w**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Please list type of craft (all items must be handmade): \_\_\_\_\_

Please remember that you are responsible for collecting and reporting your own sales tax.

If you have sales tax questions please contact the Michigan Department of Treasury, 231-922-5244 or [www.michigan.gov/treasury](http://www.michigan.gov/treasury).

SPECIAL REQUESTS: \_\_\_\_\_

VEHICLE LICENSE #: \_\_\_\_\_ TRAILER LICENSE #: \_\_\_\_\_

SAME LOCATION AS IF AVAILABLE: \_\_\_\_\_ YES \_\_\_\_\_ NO

CONFIRMATIONS WILL BE MAILED to those crafters who include a self addressed stamped envelope with their registration.

**CANCELLATIONS - no refunds will be given after July 1, 2019.**

**Please Note: Non-compliance with any of the show rules will result in disqualification. If disqualified, the Indian River Chamber of Commerce reserves the right to prohibit future participation in any of its craft shows. NO REFUND WILL BE GIVEN.**

**By signing this I confirm that I have read and agree to abide by the enclosed rules that apply to the 2019 Christmas Craft Show. I understand that non-compliance with the rules will result in disqualification.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail application form, with self-addressed stamped envelope, and check or money order made payable to:

Indian River Chamber of Commerce  
P.O. Box 57, Indian River, MI 49749  
231-238-9325 \* 1-800-EXIT-310 \* [info@irchamber.com](mailto:info@irchamber.com)

## 39th ANNUAL INDIAN RIVER CHRISTMAS CRAFT SHOW Information & Rules

### Date & Location:

- November 29, 2019 from 9:00am – 3:00pm at Inland Lakes High School; 4363 S. Straits Hwy.

### Registration:

- All crafters must register with the Chamber Staff inside the Middle/High School entrance 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.***

### Exhibit Space:

- Each participant will be provided a space of 9' deep and 12' wide, or 6' deep and 12' wide.
- Any booth with electricity will have access to one outlet.
- Racks and display must not exceed 7' in height.

**Set Up: All crafters must check in upon arrival. Check in is located at 2 locations – Front entry doors & doors located at end by High School gym. Please do not try to enter through other doors until you are checked in first. All vendors must be verified.**

- Friday morning at 7:00am; you must **register before set up.**
- Displays must be completed by 9:00am.
- **PLEASE REMOVE ALL MARKINGS IDENTIFYING YOUR SPOT i.e., TAPE & SPACE # AFTER SET UP IF NOT AN ADDITIONAL \$10 PER REGISTRANT WILL BE ADDED.**

### Take Down:

- Starts at 3:00pm; please do not take down before 3pm.
- All displays must be down no later than 4:00pm as the school will be closed at 5:00pm.

### Fees:

- No refunds will be issued for cancellations after October 1, 2019 for late applicants. **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. **CRAFTERS CANNOT LEAVE BOOTH SPACE TO SELL YOUR PRODUCT ANY WHERE ELSE IN THE FACILITY (i.e., walking around trying to push your product).**
- 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 8:30am. Any crafter vehicles left in shopper's parking lot after 8:30am 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. There will be no tables/chairs available**
- Crafters must collect and report all sales tax. This is required by law. For further information please contact: Michigan Department of Treasury at 231-922-5244 or [www.michigan.gov/treasury](http://www.michigan.gov/treasury).