



28th Annual Brooklyn Kiwanis Arts & Craft & Antique Show

Brooklyn Kiwanis Club is a global organization of volunteers that helps one child one community at a time. All proceeds from this show will go toward projects that the club does locally. We are hosting the 28th Annual Arts & Craft & Antique Show on Saturday, October 28 2017, from 9 am to 3 pm at the Columbia Upper Elementary School at 321 School St., Brooklyn, MI. Each booth space is \$40.00.

We are making some changes this year to the show in hopes that we get more people to attend. We are able to use the whole gym this year and **all** the crafters will be in the gym! The spaces are 10' x 8'. The halls will be opened to Antiques and collectables items. The spaces are 18 'x 5'.

The show will be juried and a photo of your finished product is required.

The show will be advertised throughout Southern Michigan & Northern Ohio by press releases and advertising through the area newspapers, television stations and radio stations, also advertised through vendor's own calendar.

We hope you will join us in making our 28th Annual Arts & Craft Show a success. We thank you for your support of this event.

- SET UP** Set up hours for vendors will be from 6:30 am to 9 am on Saturday, Oct 28, 2017. Doors will open at 6:30 am - no earlier. The school has an event on Friday evening. Crafters can use the front entrance and the door to the gym to load and unload. Antiques & Collectables can use the front entrance, the entrance at the end of the school or the back of the school. These will be marked on the vendor map.
- BOOTH SIZES** Booth sizes are: 10 x 8 in the Gym for crafters only. Antiques and collectables 18 x 5 in the North & Main Halls
- TABLES/CHAIRS** **Please bring your own tables & chairs.** There will be none available for use. Tables in the gym **MUST** have some sort of protection on the feet so the gym floor will not be scratched
- ELECTRICITY** \$5.00 for electricity is available on walls in the halls, & gym only. Outlets are limited by request, first come, first serve. Please bring your own electrical cords.
- PLACEMENT** Brooklyn Kiwanians will be in attendance to assist you in locating your space during the designated set up time. A map will be sent with the confirmation letter.
- PARKING** Ample parking for vendors will be to the west of the Elementary School, at the corner of Broad Street and School Street or behind the cafeteria. ***Please leave room for the shoppers to park in front of the School! Once you have unloaded please move your car to Crafter Parking. Thanks!***

- FOOD ITEMS** Food items are welcome, i.e. homemade candies, or baked goods can be sold by vendors. Licensed vendors will have lunches & food items or you can get take out from our local restaurants. A menu and list of vendors will be available in your welcome packet.
- RESTROOMS** Restrooms are available in the school.
- CONFIRMATION** All reserved spaces will be confirmed by a letter will be sent prior to the show, stating your booth location and number, and where you should unload.
- TRANSACTIONS** All sales are negotiated between the buyer and seller. Brooklyn Kiwanis Club and Columbia Schools are not responsible for sale, conditions of sale, condition of merchandise or any warranty concerning items sold by vendors or transactions between buyer and seller. Collecting of sales tax, if required, is the responsibility of the vendor.

VENDOR INFORMATION

VENDOR RESPONSIBILITY: All vendors will be responsible for adhering to the following rules and regulations for the Arts & Craft Show:

- 1) All items must be removed by 5 pm.
- 2) Vendors should not leave before the close of the show at 3 pm unless sold out.
- 3) Each vendor is responsible for the clean-up of his/her vendor space prior to departure.
- 4) Smoking is not allowed in the school building.
- 5) Burning candles, incense, or oil is not permitted.

APPLICATION DEADLINE: Please send your application and photos of product by October 20, 2017. This way we can make sure all vendor received their confirmation in time. (after this date booth spaces are \$45 if there are spaces.) There is no guarantee that you will get the spot you want if you wait until the deadline. **Booths will be assigned as the applications arrive.** If you want the same spot as last year get your application in as soon as possible. **No spaces will be held if you call inquiring if there are spaces available. First come, first serve.**

APPLICATIONS: Applications are to be returned to Bonnie Bartlett, Show Chairman, at 340 Bates, Jackson, MI 49202. All application will be juried by committee.

QUESTIONS????? Bonnie Bartlett, Show Chairman, (517) 768-0963 or Email grandmabutterfly@comcast.net (subject line: Craft Show)



28th Annual Arts & Craft & Antique Show Application October 28, 2017

Please make checks payable to: Brooklyn Kiwanis Club

Mail check, photo and product information to: Bonnie Bartlett, 28th Arts & Craft Show, 340 Bates,
Jackson, MI 49202

Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Cell: _____

Email: _____

Please specify type of items you are selling: _____

(Flea market items are not permitted)

Please mark one (1) or more of the following:

Please reserve (#) _____ Booth space(s) at \$40.00 per booth space

Please reserve _____ Electricity \$5.00 (side walls only)

Total Enclosed \$ _____

Booth Request _____ (there is no guarantee that you will get the space you requested)

<input type="checkbox"/> I am a Crafter	<input type="checkbox"/> I have Antiques	<input type="checkbox"/> I have Collectables
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NO Refunds will be granted to Vendors

There will be a \$35.00 fee for any returned checks

The Brooklyn Kiwanis Club and Columbia Schools are not responsible for accidents, injuries, theft or damages that may occur on October 28, 2017 at the Arts and Craft Show.

Please have your application turned in by October 20, 2017

Entries after October 20th will be \$45.00

Vendor's Signature: _____

Date: _____