

44th ANNUAL ALL CRAFTS FAIR APPLICATION

September 5 & 6, 2020

Remit to the South Haven Area Chamber of Commerce - 606 Phillips Street, South Haven, MI 49090

EXHIBITOR INFORMATION

Please include a reliable e-mail address with application.

Name: _____ Phone: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Sales Tax ID #: _____ E-mail: _____

Description of work: _____

IMPORTANT: The All Crafts Fair is a juried show, and is limited to hand-made items only, made by the vendor who will be on site during the craft fair. You must include photos that clearly show that you are making the items you intend to sell at the event. Applications submitted without in-progress photos will not be considered. This rule applies to all entries, even if you have participated in our craft fairs in the past.

****NEW:** All applications submitted via e-mail (E-submissions) will be charged an additional \$5 fee to offset our printing costs. This fee does not apply to applications submitted by mail.

Do You Require Access to Electricity Yes* No

Do You Require Access to Water Yes No

*Please note, an electrical inspection fee of \$15 applies

The 44th Annual All Crafts Fair dates are September 5 & 6, 2020. There are 150 exhibit areas measuring approximately 10 feet by 10 feet each. Exhibitors requiring additional display space should consider two or more exhibit areas. The fee per exhibit area is \$150, and \$175 for applications postmarked after April 29, 2020. Exhibit areas are assigned at the full discretion of the Jurying Committee and the South Haven Area Chamber of Commerce. Exhibit area preference will be considered, but not guaranteed. Please refer to the enclosed map regarding the layout for the All Crafts Fair. The City of South Haven's necessity to make modifications to Stanley Johnston Park is out of the control of the South Haven Area Chamber of Commerce and may result in unplanned changes to the show layout.

Location Request: 1st Choice - _____ 2nd Choice - _____ 3rd Choice - _____

*I understand and agree that neither the South Haven Area Chamber of Commerce nor the City of South Haven will be held responsible or liable in any way, whatsoever, for any loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, no matter how same may have been caused. **I understand the guidelines and show requirements detailed in this application and by signing below agree to comply with them.***

Signature: _____ Name Printed: _____ Date: _____

METHOD OF PAYMENT

Check # _____ *Payable to: SHACC*

Credit Card: MasterCard Visa Discover AMEX

Name on Card: _____

Credit Card #: _____

Exp. Date: _____/_____/_____ 3 Digit Verification #: _____

Credit Card Billing Address: _____

City, State & Zip _____

Signature: _____

APPLICATION SUMMARY

Of Booths _____ x \$150/ Booth = _____

+ \$25 Applicable Late Fee _____

+ \$10 Parks Donation (optional) _____

+ \$15 Electrical Inspection Fee _____

+ \$ 5 Applicable E-submission Fee _____

= Total Amount Due \$ _____

Date: _____

44th ANNUAL ALL CRAFTS FAIR GUIDELINES

Please review these guidelines carefully and retain this portion for your records.



EVENT DETAILS:

- Dates and Times: **September 5, 2020** from 10:00 am to 5:00 pm
September 6, 2020 from 10:00 am to 4:00 pm
- Exhibit Area: 150 spaces measuring approximately 10' x 10' - *Exhibit areas will be assigned in advance. Limited space is available with over 50 percent of the show already pre-approved. Applications will be juried on a first-come, first-served basis. The Jurying Committee and the South Haven Area Chamber of Commerce reserves the sole right to assign exhibit areas. Exhibitors should be prepared for uneven ground. Exhibitors are required to report to Chamber Central in Stanley Johnston Park prior to setup. (Black star on show map.)*
- Exhibitor Fee: \$150 per 10'x10' exhibit area postmarked on or before April 29, 2020.
\$175 per 10'x10' exhibit area postmarked after April 29, 2020.
Payment must accompany application and will be processed upon receipt. Rejected applicants will receive a full refund.
- Cancellation Refund **July 1, 2020** - *Cancellations prior to this date will be subject to a \$25.00 cancellation fee. Deadline: Exhibitor fees in full will be forfeited for cancellations after this date regardless of reason.*

Craft Fair Rules have been developed to clearly define what you can expect from us and what we expect from you. Please make sure to review the Craft Fair Rules included. If you have any questions, please don't hesitate to ask us.

APPLICATION REQUIREMENTS:

- Applications MUST include the required Exhibitor fee and your Sales Tax ID Number. The Michigan Department of Treasury governs regulations relative to sales tax and can be contacted at 517-373-3200 or www.michigan.gov/treasury regarding the sales tax license or the waiver process. You are responsible for understanding your sales tax obligation and complying with all state and federal regulations.
- Applications MUST include a minimum of six (6) photographs; three (3) of handcrafted products to be sold, two (2) of the artisan crafting the handcrafted products and one (1) of your booth with work displayed. Additional photos may be required based on the diversity and complexity of product to be sold. All photographs must be labeled with applicants name. Photos **will not** be returned and are considered a permanent record of the South Haven Area Chamber of Commerce's files. Applications submitted without photographs and payment will be rejected.
- All crafts displayed and for sale must be the CREATIVE DESIGN OF AND HANDCRAFTED BY THE VENDOR AT THE SHOW ON THE DAYS OF THE EVENT. The Jurying Committee and the South Haven Area Chamber of Commerce reserve the right to reject any applicant prior to or during the show due to product and/or service misrepresentation. **Exhibitors who display items not approved by the Jurying Committee, items not included in the exhibitor's application, and/or not consistent with the show's philosophy will be notified to remove the items from sale up to and including dismissal from the show with full forfeiture of any and all fees paid.** All items on display for sale must represent the handcrafted work submitted on the application form and in the accompanying photographs, be neatly arranged and clearly marked with prices. **NO BUY/SELL OR RESALE.**
- **It is our preference to communicate via electronic mail.** Exhibitors should include a reliable e-mail address on their application. Confirmation regarding acceptance or rejection, site notification, and other pertinent information will be sent via electronic mail. If you do not have access to e-mail this information will be mailed to you via the United States Postal Service and may be delayed.

In 2020 we would again like to raise funds to assist the City of South Haven Parks Program. We ask exhibitors to consider a \$10 contribution toward this program. Donations have no bearing on your acceptance into the show.

Please note, camping is prohibited in streets, public parks, and parking lots in South Haven. Camping and lodging information can be found at www.southhavenmi.com, and the South Haven Area Chamber of Commerce staff can assist you with locating accommodations through our online Rapid Referral system. Questions regarding this application can be directed to 269-637-5171 or e-mailed to events@southhavenmi.com. We look forward to working with you in making this a successful show and a positive experience for all.

Erin Wilkinson
Assistant Director
South Haven Area Chamber of Commerce

South Haven Area Chamber of Commerce
606 Phillips Street, South Haven, MI 49090
Phone: 269-637-5171 Fax: 269-639-1570
www.southhavenmi.com

44th Annual
 South Haven Area Chamber of Commerce
ALL CRAFTS FAIR
 Stanley Johnston Park - Sat & Sun of Labor Day Weekend

2020 Show Map
 Stanley Johnston Park, South Haven, MI

Park Entry via Gravel Drive

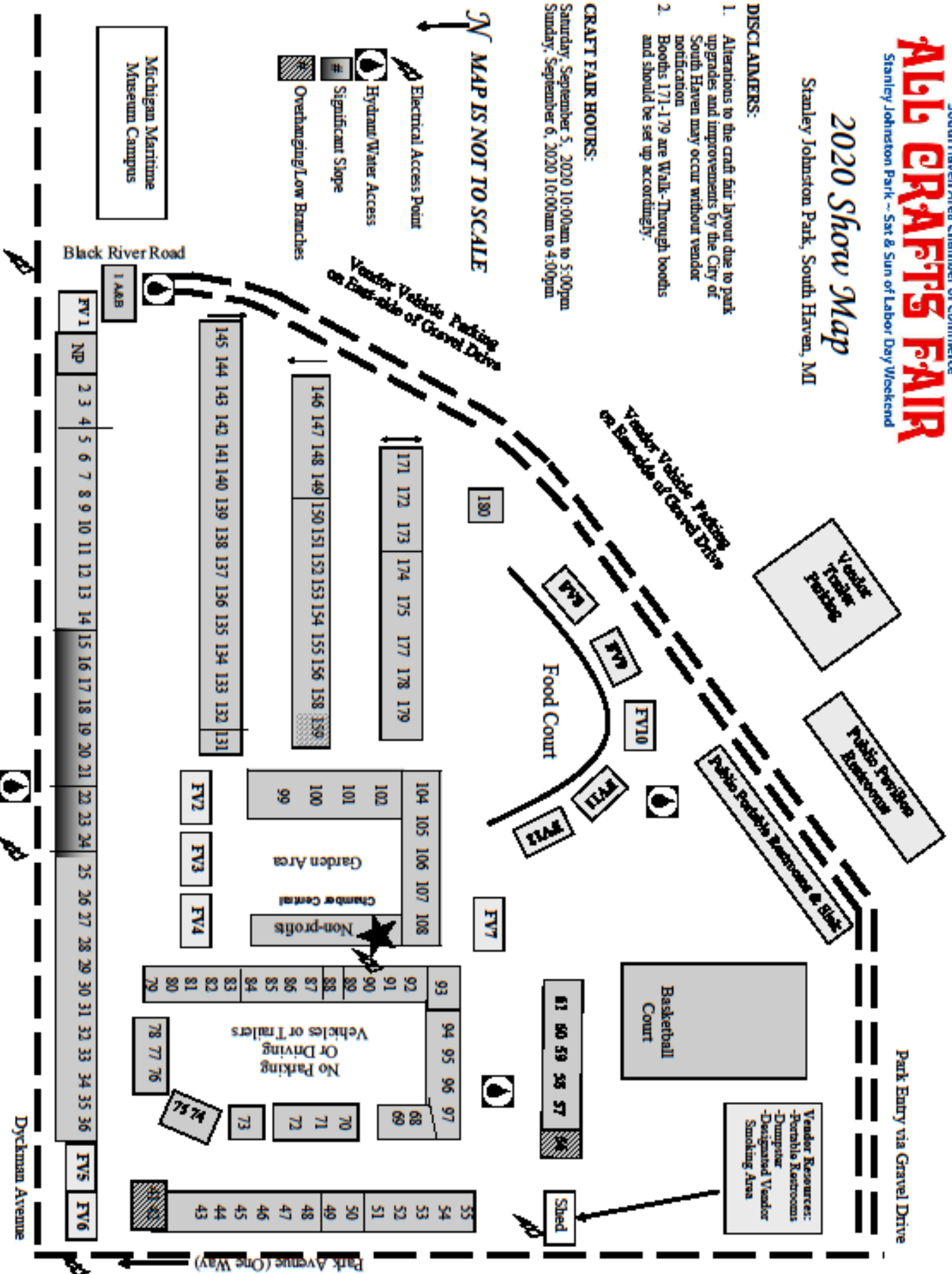
DISCLAIMERS:

1. Alterations to the craft fair layout due to park upgrades and improvements by the City of South Haven may occur without vendor notification.
2. Booths 171-179 are Walk-Through booths and should be set up accordingly.

CRAFT FAIR HOURS:

Saturday, September 5, 2020 10:00am to 5:00pm
 Sunday, September 6, 2020 10:00am to 4:00pm

MAP IS NOT TO SCALE



35th Annual Blueberry Festival Craft Fair

Saturday, August 8, 2020 from 10:00am to 5:00pm
Sunday, August 9, 2020 from 10:00am to 4:00pm

44th Annual All Crafts Fair

Saturday, September 5, 2020 from 10:00am to 5:00pm
Sunday, September 6, 2020 from 10:00am to 4:00pm

Welcome to the South Haven Area Chamber of Commerce (SHACC) Craft Fairs! We take great pride in executing a well managed and promoted show, and we look forward to working with you in making this an enjoyable experience for all. These Craft Fair Rules have been developed to clearly define what you can expect from us and what we expect from you. **By participating in our craft show as a vendor, you are agreeing to comply with these rules, and understand that breach of such may result in dismissal from the current show and/or future craft fairs promoted by the SHACC.**

- Buy/Sell or re-sale items are **strictly** prohibited.
- You may only sell the items included in your application and approved by the jury committee.
- No vehicles will be permitted in the show area during open show hours and should be removed from the area by 9am.
- You are responsible for securing appropriate permits or licenses to use copyright protected images such as school team or sports logos, brand names, licensed characters, etc. Vendors are required to maintain appropriate permits and produce upon request.
- Food vendors must prepare their product in a licensed kitchen facility and the product must be labeled according to the appropriate agency. It is the obligation of food vendors to submit license documentation and ensure labeling compliance prior to the show.

CHECK-IN

All vendors are required to check-in at the Chamber Booth by the garden prior to set-up. Check-in will be Friday **after 2pm** and before 7pm, and Saturday from 6-8am. Food vendor setup is Friday from 12-2pm. During that time, only food trucks and trailers will be allowed in the park. SHACC staffs a booth to handle vendor and guest questions and concerns. Please be courteous to our volunteers, and know that we take complaints seriously, but inappropriate or unruly behavior will not be tolerated and may result in immediate dismissal from the show, forfeiture of all fees paid, and ineligibility for participation in future shows.

SET UP REQUIREMENTS

Tents should be secured with weights to protect the underground sprinkler system. If you need to stake something, please notify the staff so we can ensure you are in an area free of underground sprinkling. While we make every effort to replicate the same show layout for each craft fair year-to-year, vendors must understand that booth locations may vary, and **should be prepared for uneven ground.**

AUTHENTICATION

All vendor booths will be authenticated on Saturday. Please ensure that your Chamber-provided booth identification signage is displayed in the upper left-hand corner (from the customer's perspective) of your booth by 9am. By this time, **you should be fully set-up and prepared with picture identification (i.e. driver's license, passport, etc) for authentication.** An authenticator will validate that you are the crafter, and that your booth contents match your jury-approved application. They will ask that you remove any items not approved as part of your application. Please note, "discount", "sale" or any such promotional mark-down or discount signage is strictly prohibited.

TEAR DOWN REQUIREMENTS

Tear down is strictly prohibited prior to 4pm Sunday. We have a busy tear-down window between 4-6pm so please be courteous to fellow crafters. Vendors located on the sidewalk by Dyckman

Avenue are required to tear-down and pack up completely before bringing your vehicle onto the sidewalk. Please load your vehicle and move it as quickly as possible, to allow other vendors access.

PARKING

Each vendor will be given one parking pass upon check-in that must be prominently displayed on your vehicle/trailer for the duration of the show. Designated vendor parking areas are located on the east side of the gravel road in Stanley Johnston Park. **Vehicles that do not have an authorized parking permit or that block other vehicles may be towed at the vehicle owner's expense.** Without exception, all trailers must be parked on the southeast side of the gravel road next to the pavilion, and **all tires of trailers must be chocked for safety purposes.** Due to space constraints, each vendor will only be allowed one parking permit. **Parking availability is first-come-first-serve basis and is NOT guaranteed.**

Please take note of parking signage outside of the park area as the Chamber will not be liable for any vendor that is ticketed or towed. **Do NOT park your vehicle on Dyckman Avenue under any circumstances – this is a traffic violation that will be ticketed by the city of South Haven Police Department.** Please note that camping is prohibited in streets, public parks, and parking lots in South Haven. You will not be permitted to stay in your tent or your car overnight.

SECURITY

Security will be provided overnight Friday and Saturday. The park will be secured by 7pm, after which time nobody will be allowed back in the park until the following morning. The South Haven Area Chamber of Commerce and the City of South Haven will be held harmless from any loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, regardless how it may have been caused.

MAINTAINING THE CLEANLINESS OF OUR PARK

Please do NOT place your trash in the cardboard trash receptacles around the park. A large dumpster is located near Park Avenue by the small maintenance/storage shed. All vendors are responsible for taking care of the trash that accumulates in and around their booth. For your convenience, complimentary trash bags are available at Chamber Central. The City of South Haven works hard to maintain Stanley Johnston Park in beautiful condition; we request that you respect the hard work of our City staff and volunteers in maintaining this area. Please do not spin your tires, drive on the basketball court, drive over trees or through ravines in the park.

FORFEITURES

Vendors who do not check-in by 8am on the Saturday morning of the show will be considered a no-show and will forfeit their assigned booth(s) and all monies paid. **No refunds will not be made for any reason.** In the event of inclement weather, the show goes on, however, please protect your own safety in severe weather. If the show is cancelled due to weather or other conditions beyond our control, refunds will not be made nor fees applied to future shows. Cancellation of the show is at the sole discretion of SHACC and such decision will be final.

PRE-APPROVAL

Pre-approval applications will only be accepted through 5pm on Sunday or by mail within 10 days of show conclusion. By completing the application by this deadline, you can secure your booth spot for next year or request consideration for an alternate booth location. Please note, booth spaces are assigned first-come-first-serve after the pre-approval period. If you do not complete the pre-approval process you may lose your booth space for 2021!

We look forward to working with you to make your South Haven Area Chamber of Commerce craft fair experience a wonderful weekend to remember. Please feel free to contact us with any questions or concerns (269) 637-5171 or events@SouthHavenMI.com.

THANK YOU!