

**TROY WOMEN'S ASSOCIATION**

**P.O. BOX 1545**

**TROY, MI 48099-1545**

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**General Information Sheet for Crafters**

This sheet contains valuable information for this year's show. Please retain this information for future reference.

**Date:** Saturday, November 27, 2010

**Location:** Troy High School, 4777 Northfield Parkway in Troy, Michigan.

**Show Hours:** 9:00 a.m. – 4:00 p.m.

**Craft Information:** Only handcrafted items made by you, your family, or your business will be accepted. **NO COMMERCIALY MANUFACTURED ITEMS ARE ALLOWED.** If manufactured items are displayed, you will be asked to remove them. Everything you intend to sell must be listed on the application. We reserve the right to refuse to allow the sale of any items not listed on your application, or not handcrafted as stated above.

**Booth:** A single space is 10 feet wide by 8 feet deep. You will be provided with a space and one chair. **THE TROY WOMEN'S ASSOCIATION DOES NOT PROVIDE TABLES.** The boundaries of the space will be clearly marked; please keep all items and displays within your space. The committee assigns spaces. Since wall space is limited, we assign these spaces based on first come, first served and necessity. Please state on your application the reason(s) why your request is important to the sale of your craft.

**Application Procedure:** Since we limit some crafts to provide variety to our customers, applications and checks should be submitted as soon as possible to reserve your space in the show. All new crafters must be juried, in person or electronically prior to acceptance into the show. We also accept pictures if they clearly show the craft is handmade. In some instances, returning crafters may need to be juried. We will let you know if that is the case. In some instances, returning crafters may need to be juried. We will let you know if that is the case.

**Once you have been accepted, there will be NO REFUNDS.** Your cancelled check will be your indication that you have been accepted into the show. You will receive an email or letter (if you don't have an email) with your booth assignment and maps prior to the show.

**Set up Information:** It is a fairly long distance from your vehicle to your booth space. Many crafters bring their own rolling carts to transport their items. We offer setup on Friday (November 26<sup>th</sup>) 7:30 pm – 9:30 pm and Saturday (November 27<sup>th</sup>) 6:00 am – 8:45 am. The building must be vacated by 5:45 p.m. We will be using the main gym, auxiliary gym, and the cafeteria. Please remember that the show is open until 4:00 p.m. Dismantling your booth and/or taking items out to your car prior to that time gives the appearance to our customers that the show is ending and they should be leaving. Let's not give our customers that impression! We want them to shop until the very end.

**Parking:** Please park in designated areas. Spaces alongside the sidewalk are for quick loading/unloading only. The Troy Police Department strictly enforces this policy. Your signature on the application constitutes agreement and acknowledgment that the Troy Women's Association is not responsible or liable for fines or towing fees incurred as a result of parking in restricted areas.

**Publicity:** The Troy Women's Association will handle overall publicity.

**Food and Beverages:** Available throughout the day for a modest charge.

**Questions? Please contact Sue Gilkey at 248-850-0110**