

## General Information Sheet for Vendors - 2015

**Date:** Saturday, November 28, 2015      **Show Hours:** 9:00 am – 4:00 pm

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

**Application Procedure:** Since we limit categories to provide variety to our customers, applications and checks should be submitted as soon as possible to reserve your space in the show. Please refer to the 2015 Jury sheet for information on Jury requirements. Once you have been accepted, there will be *no refunds*. You will be notified via email if you have been accepted into the show.

**Craft Information:** Only handcrafted items made by you, your family, or your business will be accepted. *No commercially 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. Booth space boundaries will be clearly marked. Please keep all items and displays within your space. Your booth set up must allow you access to get into your booth.

**Electricity:** Electrical access is limited. One outlet (for one plug) is provided for vendor's use when electricity is requested, purchased and approved. Vendors must adhere to electric requirements in order to comply with safety standards.

**Tables:** 8' Tables will be available for rental either by reservation or the day of the show. Please mark on your application if you would like to order tables.

**Storage:** A storage area will be available for rental either by reservation or the day of the show. Please mark on your application if you would like to reserve storage space.

**Set up Information:** **It is a long distance from your vehicle to your booth space. While we do have student helpers available, it is recommended that vendors bring their own rolling carts to transport their items.** We offer setup on Friday (November 27<sup>th</sup>) 7:00 pm – 9:00 pm and Saturday (November 28<sup>th</sup>) 6:00 am – 8:45 am.

**Sales and Customer Flow:** TWA makes no guarantees as to revenue or sales for the day. Booth refunds will not be given based on booth location or sales.

**Questions:** Please contact Nancie Munselle at 248-875-7057