

Henry Ford II Instrumental Music Boosters'  
 12th Annual Crafters' Clearance Art Show  
 Saturday, February 11, 2012 10am-4pm

Artist Application  
 Application deadline: December 31, 2011

Artist Name(s): \_\_\_\_\_ Business Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Contact information you'd like placed on our website, and/or in the list we distribute to customers (circle ONE)

None      Website      E-mail      Home/Business Phone (circle which)

Category/Medium: (circle UP TO THREE that best represent your work)

Jewelry (state type /materials: _____)	Children's Items	Home Décor & Accessories	Sculpture (3-dimensional fine art)	Painting/Drawing (2-dimensional fine art)
Apparel	Pet Items	Outdoor/Garden Décor	Metalwork/Leather	Calligraphy/Paper craft
Fashion Accessories	Fabric/Quilts/Needlework	Woodwork/Furniture	Ceramics/Glass/Clay	Photography
Aromatherapy/Candles/Bath	Knitting/Crochet	Food/Mixes/Candy	Charity (handmade only!)	Other (specify): _____

Describe your products: \_\_\_\_\_

Typical prices for your work: \_\_\_\_\_

**Please note: We do NOT allow buy/sell merchandise! All work must be handcrafted by the vendor.**

**Violators will be asked to remove merchandise and/or leave the show without refund, and will not be invited back!!!**

**REQUIRED WITH APPLICATION:**

\*At least **FIVE** (5) printed photos (with description and your name & address), which must represent the full range of your work and include Booth Display and at least one of Work-In-Progress/Studio. These will be returned to you at the show.

\***TWO** (2) Self-addressed, stamped envelopes (business-sized, first-class postage)—required for acceptance and correspondence.

**\*BOOTH FEES:**

Commons Wing Space, 12x6 feet \$85 \_\_\_\_\_  
 (wings are slightly off main traffic pattern)

Electrical Access (600 watts max) \$10 \_\_\_\_\_

Standard Space, 12x6 feet \$100 \_\_\_\_\_

6 ft. Tables \$10 each (specify qty; must be ordered in advance) \_\_\_\_\_

3x24 Space (limited quantity): \$100 \_\_\_\_\_

Early-Bird (postmarked by October 31, 2011) subtract \$15/booth \_\_\_\_\_

Endcap or Corner Space (limited quantity) \$110 \_\_\_\_\_

Late Fee (postmarked after December 31, 2011) add \$15 \_\_\_\_\_

**TOTAL FEES ENCLOSED** \_\_\_\_\_ (make checks payable to HFII Instrumental Music Boosters)

Special Requests/Needs: We will do our best to honor requests on a first come/first-served basis, but we do not guarantee anything! If you will be severely impacted by not getting what you want, please note this so that we can give you a chance to cancel.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(Your signed application signifies your agreement to our Terms of Lease)**

Mail Application, Photos, Envelopes, and Payment to:

**HFII Instrumental Music Boosters**

**8711 Leslie Dr.**

**Sterling Heights, MI 48314**

IMPORTANT: Your signed application signifies your agreement to the following

**TERMS OF LEASE**

**Henry Ford II Instrumental Music Boosters Crafters' Clearance Art Show**

(please keep this page for your records)

**Release of Liability:**

While we work to ensure the safest possible environment, neither the Henry Ford II Instrumental Music Boosters, Henry Ford II High School, nor the show managers will be held responsible for any damage, theft, or loss of displays and/or work, nor can we assume responsibility for injury to any show participants. Any and all claims must be waived and all rights and claims for damage released against Henry Ford II High School/Utica Community Schools, the Instrumental Music Boosters, show management or their agents/ representatives, volunteers, successors and assigns for all injuries and/or losses suffered at the show, or which may arise from traveling to, participating in, or returning from this event.

**Our responsibilities under this agreement:**

We will furnish contracted space, reserving the right to modify requests in the best interest of the show. We do our best to ensure that requests are granted and booths assigned in a way that is fair and beneficial to all. Additional fees, if they apply, will be refunded if we cannot fulfill your wishes. Unless specifically requested, we may not notify you in advance if this is the case.

We will do our best to ensure that no buy-sell, imported, or commercially manufactured items are allowed. We may ask for proof of your work's authenticity, and we reserve the right to expel items and/or artists, without refund, if we feel this rule is being violated.

We will not deposit the check for your booth fees until at least seven days after your acceptance is mailed, assuming your application is received by our December 31 deadline. Post-deadline checks may be deposited immediately upon acceptance.

We will actively promote and advertise the show. Our advertising budget is 15% of the previous year's profits; we also take advantage of whatever free and public promotional help we can get. Attendance at the 2010 show was approximately 2300 persons.

We offer student and/or adult personnel to assist with loading, unloading, and set-up/tear-down assistance, and booth sitting, if desired. We pride ourselves on the level of service we offer to our exhibitors.

We will provide artist parking and shuttle service to off-site parking, if conditions require it. Shuttle drivers are responsible adult volunteers but will not be held liable for injuries which may be sustained.

We will make effort to notify artists and refund rental fees, less a \$35 administrative/advertising fee, in the event of a national/local disaster (fire, flood, etc) that would make it impossible to hold the show.

**Your responsibilities under this agreement:**

You (we request that the artist him/herself be present at the show) must have handcrafted all items to be sold, with the exception of a small percentage (<10%) of "raw materials" and/or display components, which must be clearly marketed as such. We require that proof of your work's handcrafting and authenticity be available on the day of the show, and produced upon request of show management. Failure to produce sufficient (in our judgment) documentation for each item being sold may be grounds for non-refunded, immediate expulsion from the show. Examples of appropriate documentation: photos of work in progress, yourself at work in your studio, original invoices for materials, and so on.

We encourage you to distribute copies of our fliers, add us to your websites & mailings, and otherwise assist us in promoting the show. Thank you!

As part of our customer draw is in our "clearance" name, we recommend, but do not require, that a portion of your merchandise be discounted. The use of "percent-off," "BOGO," or other signage is encouraged, as is participation in whatever promotions may be offered on the day of the show.

All booth assignments and decisions of show management are final. We do our best to make the show a success for all, and expect that our judgment, even if you disagree, will be regarded with courtesy and respect.

We are renting you floor space only. Artists will provide their own displays, with attractive table covers and booth decoration. Two chairs will be provided; tables can be rented if ordered in advance.

After unloading, all artist vehicles must be immediately moved to the designated areas, and remain there until 4 p.m..

Artists MUST check in by 9 a.m. on the day of the show, or both booth space and fee will be forfeited. Displays must be ready by 9:30 a.m.. Artists must remain and not begin dismantling the display until 4 p.m.. Booth areas must be vacated by 6 p.m., clean and including disposal of all trash.

Offensive, indecent, and/or vulgar items are not permitted. "Questionable" items will be removed without argument upon request of show management.

You must provide your own insurance. Any and all property of the exhibitor is the sole responsibility of the exhibitor while on the premises. Vendors selling food items should be appropriately licensed for their own protection. We cannot be held liable for claims related to items sold.

Electrical service, unless special arrangements have been worked out in advance, are limited to 600 watts maximum. You must provide cords and power strips to access electricity, which may be some distance away.

Smoking, alcoholic beverages, and drug use are prohibited on school property (both indoors and out) by law.

You must cooperate in maintaining the safety and comfort of the show—no open flames or occlusion of aisles, reasonable accommodation of neighboring artists, and so on.

Returned checks will be subject to a \$40 fee, with payment in full made by money order or certified check, by registered mail, within 7 days.

**Cancellation policy:**

Please understand that we have contracted to provide you a booth space, and we may or may not be able to fill an artist cancellation. We are NOT able to fill a last-minute cancellation or no-show. We cannot compromise the quality of the show in order to replace you, and we are unable to offer a refund for booths that cannot be re-booked. Re-booked booths are subject to a \$35 per booth administrative fee, as well as charges for rented tables; the balance will be returned. Booths that cannot be re-booked will forfeit all fees paid. Cancellations will incur a 30 day waiting period from the check deposit date, before any refunds will be issued.