



22nd Annual **MARTIN** *Craft and Specialty Show*

Saturday, October 17th, 9am – 5pm

Sunday, October 18th, 11am – 5pm

www.martinbaseball.com

2015 INFORMATION LETTER AND INITIAL SHOW RULES **PAGE 1**

Please read carefully as submitting your application for our show is your agreement you have read & understand the terms below. Please note that necessary updates have been made this year.

Dear Friends,

We will begin processing applications on June 1, 2015. **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY, prior to contacting our Chairperson**, as most of the show information is listed below. However, if you still need clarification on something after reading this information, please contact Michelle McJilton at mrmcjlton@hotmail.com. Please note that we have an "Early Bird Special" to encourage everyone to get their applications and payment postmarked by July 15, 2015. July 15th is the **FIRM** deadline for returning vendors from 2014 to retain their returning vendor status.

We had an estimated attendance of over 3,000 last year! We are geared up and ready to beat that number in 2015! Some of the ways we will advertise the show will be on DFW Craft Show, www.craftlister.com, Facebook, Martin Baseball twitter, Martin High School twitter and on our website: www.martinbaseball.com. Be sure to have plenty of merchandise to sell and plan to make LOTS OF MONEY this year!!

Show Information, Disclaimer & Security:

Our show will be held on Saturday, October 17, 2015, and Sunday, October 18, 2015. All vendors are expected to attend both days and move in on the scheduled date of Friday, October 16, 2015. The show will be held in Arlington, Texas, at Martin High School outside at the entrance of the school, in the upper gym lobby, the cafeteria and Gyms B, C & D. Neither AISD nor Warrior Baseball Booster Club will be responsible for changes that could affect the Show, such as physical damage, construction or administrative decisions. Security Officers will be onsite, however we are not responsible for any theft or damage in your booth at any time. Please plan to cover or secure your merchandise between Show times, and remove all valuables. Keep any cell phones, purses, wallets, etc., hidden during all times, including setup and teardown.

Show Staff & Helpers:

One thing that makes our show different is the amount of volunteer help we have to offer our vendors. Our entire staff is made up of Warrior Baseball Booster Club volunteers, as

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well as baseball players who are donating their time to help make this show successful. Please remember they are volunteers, not employees and will do their best to help you move in & out. The volunteers are allowed to bring your items to & from your space. The vendor is responsible for setting up, packing up & clean up of your space. Please make sure all your items are removed during exiting on the last day of show. **Martin Baseball, Boosters or A.I.S.D. employees are not responsible for any left or damaged items.**

Application & Payment Info:

We will begin processing applications on June 1, 2015. We will reserve booths in the priority order listed below. Please read the vendor application carefully, fill it out completely, include your total booth fee, paid by a check or money order, and mail both to the address on the application. Be sure to include your email address. This is how we will confirm that we received your application and payment. There will be a \$25 fee on all returned checks, and the application associated with the returned check will be placed on hold until full payment has been made (including the \$25 fee). **NO BOOTH REFUNDS** will be given for any reason – NO EXCEPTIONS. All fees are classified as a donation to the Warrior Baseball Booster Club. The Chairperson works diligently all year to make this fundraising event successful for the Booster Club as well as the vendors. Thank you in advance for your cooperation with this policy.

Vendor Communication:

All communication (once the application and payment are received) will be through email. It is important that we have a current email at all times. If your email happens to change, please be sure to update us as soon as possible. **Communication is very important!!** Show instructions and any changes or updates will all be communicated through email, so it is imperative that you pay close attention to all emails received from our Chairperson. Please note at times we use Constant Contact to send mail merge group emails ie; booth assignments, so please check your spam setting & junk email box.

#1 Booth Priority:

2014 Fall Vendors who are selling the same items as last year, will be given priority in booth location and will be placed in the same booth as the previous year **as long as the completed application and payment are postmarked by July 15, 2015.** Please understand that circumstances beyond our control such as construction changes at the school, etc., may cause us to change your booth location. We do not expect this to happen, however if it does, we will contact you immediately. In the case of a returning vendor adding space or requesting a new location, please note the application will be placed on the return vendor list in application date order. In these cases, movement may occur due to other returning vendors who also have priority as well.

#2 Booth Priority:

The next priority will be given to vendors in the order in which the applications and payments are received **as long as the completed application and payment are postmarked by July 15, 2015.** Applications postmarked after July 15th will receive no preferential treatment, and placed in order by postdate. When we have reached capacity for indoor booths applications will be given an outdoor booth or placed on a waiting list.

Booth Sizes & Fees:

Inside FULL BOOTH 10x10 Regular Price: \$135, **Inside FULL BOOTH EARLY BIRD SPECIAL: \$115**
Inside HALF BOOTH 5x10 Regular Price: \$95, **Inside HALF BOOTH EARLY BIRD SPECIAL: \$75**
Outside FULL BOOTH 10x10 Regular Price: \$125, **Outside FULL BOOTH EARLY BIRD SPECIAL: \$105**
Outside HALF BOOTH 5x10 Regular Price: \$85, **Outside HALF BOOTH EARLY BIRD SPECIAL: \$65**

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Your completed application and payment must be postmarked by July 15th, 2015, to receive the Early Bird Special. You may purchase more than one booth, however side by side booths must be the same size. Our current layout does not allow us to split full booths. Booths MAY NOT be shared between vendors without approval from the Chairperson prior to the show. Electricity may be purchased for a flat rate of \$10, however **those spaces are very limited**. Please check our website for available electricity spots as it is your responsibility to check for availability prior to submitting application as there are no refunds.

Booth Construction & Inspection:

Your booth space will be numbered and taped off. **We will not be able to provide tables and/or chairs, so you will be responsible to bring your own.** All booths must be safely constructed and **kept within the taped off boundaries**. You will be asked to immediately remove any display or item that is unsafe or outside of the boundaries. No tables, chairs or displays are allowed to block any exits or aisles. All fire and safety devices must be visible at all times, and may not be covered up with any of your items. You may not display items in walkways or aisles. No nails, screws or staples may be put in the walls, floor or ceiling of the school. Your booth walkways must remain clear at all times. Show volunteers will be inspecting booths throughout the weekend to insure safety for everyone at the show. We reserve the right to remove any vendor for violation of any rule, at any time, including setup.

Food Vendors:

Prior approval of food items will be needed to prevent conflict of our onsite concession & Sweet Shop. Email confirmation will be sent. Please be specific on your food items on the vendor application. Once approval is obtained it is your responsibility to obtain a health permit for both days of the show. The Health Department will be walking through the show, checking for health permits. They will close down any vendor who is not holding the proper permit. For more information, you may contact The City of Arlington, Health Department at (817) 264-4500.

Vendor Identification & Security:

Each vendor will be provided with 2 vendor badges which must be worn during the entire show. Additional or replacement badges may be purchased for \$3 at the front desk. All vendors are asked to enter thru the **East side** of school by the check in table. Should you enter by the front entrance you will be asked to pay the entrance fee. We ask that vendors do not open or prop open doors for entrance or exit during show hours. This helps us maintain a level of security during the show that is necessary.

Setup:

Friday evening setup location & times are determined by the location of your booth. This will be noted in the Vendor Package **you will receive by email**, approximately 2 weeks prior to the show. Remember we use constant contact to send these emails. **It is imperative that you read this information and have clear understanding of when you are expected to setup your booth.** Doors open to vendors Saturday at 6am, and on Sunday at 10am. Doors open to the public at 9am on Saturday, and 11am on Sunday. All vendors MUST be set up and ready for business at least 30 minutes prior to the Show opening times. Volunteers will be available to assist you with move-in, however our moving equipment (ie: dollies, etc.) will be limited. Please make sure any moving equipment you bring, is clearly marked so it does not get mixed up with ours.

Teardown:

All vendors are required and expected to attend both days of the entire show. **Please do not begin teardown until 5pm on Sunday.** Volunteers will again be available to assist you for a speedy move-out process. **All vendors who begin teardown prior to 5pm, will run the risk of being refused booth space in future Shows.**

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Other General Info:

- Updated information will be posted on the Craft Show link on our website: www.martinbaseball.com. Please follow our Craft Show link.
- Tobacco, drugs, alcoholic beverages, weapons/ammo, knives or pets **are not permitted** on the school grounds at any time per local and state laws. Offensive language, material and behavior are strictly prohibited, and violators will be asked to leave the premises immediately.
- You will receive specific parking information closer to the show, which will give you instructions as to where you are allowed to park. However, NO overnight parking or camping is allowed on school property. Please make arrangements prior to the Show if you need overnight parking. **ANY VEHICLE, TRAILER, ETC. THAT IS LEFT ON SCHOOL PROPERTY OVERNIGHT WILL BE TOWED AT THE OWNER'S EXPENSE.**
- Martin High School logo: Our school logo is copyrighted by AISD and may not be used on any merchandise you are selling, unless you are a booster club with prior approval from the school. If you have any questions regarding this rule, please address them prior to the show. Anyone selling unapproved merchandise with the school logo will be asked to remove the merchandise immediately (including booster clubs who are selling merchandise they have not had approved).
- All vendors are required to collect, report and pay state and local Sales Tax. AISD and Warrior Baseball Booster Club accepts no responsibility for sales tax collection at the show.
- **NO BOOTH REFUNDS** will be given for any reason – NO EXCEPTIONS. All fees are classified as a donation to the Warrior Baseball Booster Club. The Chairperson works diligently all year to make this fundraising event successful for the Booster Club as well as the vendors. **Receipt of your fee and application implies acceptance of and agreement to all rules and regulations contained within this document.** Thank you in advance for your cooperation with this policy.

We look forward to welcoming back our 2014 vendors and welcoming our new 2015 vendors for the 22nd Annual Warriors Baseball Craft & Specialty Show.

Sincerely,
Michelle & Tim McJilton
Craft & Specialty Show Chairperson
Martin Warrior Baseball Booster Club/ www.martinbaseball.com
mrmcjilton@hotmail.com
(817) 846-8253



22nd Annual
MARTIN
Craft and Specialty Show

Saturday, October 17, 2015
9am to 5pm
Sunday, October 18, 2015
11am to 5pm

NAME:			
EMAIL:			
COMPANY NAME:			
IS THIS A COMMERCIAL COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO (WE ALLOW 1 PER COMPANY. IE; SCENTSY, ETC)			
ADDRESS:			
CITY:		STATE:	
		ZIP:	
HOME PHONE:		WORK/CELL PHONE:	
Did you have a booth in 2014? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many years? _____		How many years have you been a vendor ? _____	
Please list all items you plan to sell at this show. Please be specific with descriptions, commercial name brands, etc. We will only allow ONE vendor to represent a commercial name brand. (ie., scentsy, etc)			
BOOTH REQUEST: (You may request more than one booth but side by side booth must be same size)			
INSIDE FULL BOOTH 10x10 Regular Price: \$135 EARLY BIRD SPECIAL: 10x10 Booth \$115 (Payment & application must be postmarked by July 15, 2015 to receive the early bird special.)			
INSIDE HALF BOOTH 5x10 Regular Price: \$95 EARLY BIRD SPECIAL: 5x10 Booth \$75 (Payment & application must be postmarked by July 15, 2015 to receive the early bird special.)			
OUTSIDE FULL BOOTH 10x10 Regular Price: \$125 EARLY BIRD SPECIAL: 10x10 Booth \$105 (Payment & application must be postmarked by July 15, 2015 to receive early bird special.)			
OUTSIDE HALF BOOTH 5x10 Regular Price: \$85 EARLY BIRD SPECIAL: 5x10 Booth \$65 (Payment and application must be postmarked by July 15, 2015 to receive the early bird special.)			
ELECTRICITY \$10 - Electricity is <u>limited</u> and will be reserved on a first come, first serve basis. After July 15 th , 2015 check website for electricity availability.			
TOTAL AMOUNT ENCLOSED \$		Make checks payable to: Martin Warrior Baseball Booster Club There will be a \$25 charge for all returned checks NO REFUNDS NO EXPECTATIONS	
*Make sure application & payment are <u>complete</u> to prevent any delays in your post dated spot		Send Application and Payment to: Martin Warrior Baseball Booster Club Attn: Craft & Specialty Show P.O. Box 170146 Arlington, Texas 76003-0146	
To be completed by Craft & Specialty Show Chairperson:			
Date Received:	Check#:	Amount:	Balance Due

Please print clearly.

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