



25th Annual
MARTIN BASEBALL
Craft & Specialty Show

Saturday, October 20, 9am – 5pm

Sunday, October 21, 11am – 5pm

www.martinbaseball.com

2018 INFORMATION LETTER AND INITIAL SHOW RULES

Dear Vendors,

Thank you for your interest in the 25th Annual Martin Baseball Craft and Specialty Show on October 20 & 21, 2018 at Martin High School in Arlington, TX. We had an estimated attendance of over 3,000 last year and we are ready to beat that number in 2018! We will advertise the on DFW Craft Show website, Martin Baseball and Martin High School Twitter feed, 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!!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY as submitting your application for our show is your agreement that you have read & understand the terms below. If you still need clarification after reading this information, please contact Kristyn McWilliams at mhsbaseballcraftshow@outlook.com. **Please read this information carefully as submitting your application for our show is your agreement that you have read & understand the terms below.**

Application & Payment Info:

We will begin processing applications on June 1, 2018. We will reserve booths in the priority order listed below. Please note that we have an “Early Bird Special” for applications and payment postmarked by July 15, 2018. July 15th is the **FIRM** deadline for returning 2017 vendors who wish to retain their “returning vendor status.”

Please read the vendor application carefully, fill it out completely, include your total booth fee to be paid by a check or money order, and mail both to the address on the application OR you may submit application online and pay via PayPal. 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. Thank you in advance for your cooperation with this policy.

#1 Booth Priority:

2017 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 **IF the completed application and payment are postmarked by July 15, 2018.**

#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, 2018.** Applications postmarked after July 15th will receive no preferential treatment, and placed in order by date received. 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: \$155, **Inside FULL BOOTH EARLY BIRD SPECIAL: \$125**

Inside HALF BOOTH 5x10 Regular Price: \$105, **Inside HALF BOOTH EARLY BIRD SPECIAL: \$85**

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

** Electricity may be purchased for a flat rate of \$10, however spaces with electricity are very limited. Please check our website for available electricity locations as it is your responsibility to check for availability prior to submitting application as there are no refunds.**

Vendor Communication:

Communication is very important!! All communication (once the application and payment are received) will be through email (mhsbaseballcraftshow@outlook.com). Show instructions and any changes or updates will all be communicated this way, 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 emails, so please check your spam setting & junk email box.

Show Information, Disclaimer & Security:

Our show will be held on Saturday, October 20, 2018, and Sunday, October 21, 2018. All vendors are expected to attend both days and move in on the scheduled date of Friday, October 19, 2018. 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.

Craft Show Staff and Volunteers:

One thing that makes our show special is the number of volunteers we offer our vendors during move in and move out. Our entire staff is made up of Warrior Baseball Booster Club volunteers, as 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. Each vendor is responsible for setting up, packing up & cleanup of your space. Please make sure all items are removed on the last day of show. Martin Baseball, Boosters or A.I.S.D. employees are not responsible for any items that are left behind or damaged.

Booth Construction & Inspection:

Your booth space will be numbered and taped off. **We will NOT provide tables and/or chairs, so you will be responsible for bringing 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:

In order to prevent conflict with our on-site concessions and Sweet Shop, vendors who wish to sell food items should seek approval during the application process. Please be specific about 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 that 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 through 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. For security reasons, we ask that vendors do

not open or prop open doors for entrance or exit during show hours.

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.**

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 will accept 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 2017 vendors and welcoming our new 2018 vendors for the 25th Annual Warriors Baseball Craft & Specialty Show.

Sincerely,

Kristyn & Clint McWilliams , Craft & Specialty Show Chairs

www.martinbaseball.com mhsbaseballcraftshow@outlook.com