



CHESANING MUSIC BOOSTERS
P.O. Box 211, Chesaning, Michigan 48616
E-mail: chesaningmusicboosters@gmail.com
Website: www.chesaningmusicboosterscraftshow.com



2023 CHRISTMAS ARTS AND CRAFT SHOW CONTRACT

The 39th Annual Chesaning Music Boosters Arts and Crafts Show will be held on Friday and Saturday, November 24th and 25th (Thanksgiving weekend) at the Chesaning Middle School, 431 N. Fourth Street, Chesaning, Michigan and at the Chesaning High School, 850 N. Fourth Street, Chesaning, Michigan. The show will be open to the public from 10:00 a.m. until 5:00 p.m. on Friday and from 10:00 a.m. until 4:00 p.m. on Saturday.

The Chesaning Music Boosters is a volunteer parent organization which supports the band program and its students. This Arts and Crafts Show is our major fundraiser. We appreciate your participation in this event and will do our best to serve you. Please do not call either school, as the staff will not be able to assist you with questions or concerns regarding this fundraiser. Rather, you may contact the Music Boosters organization at the contacts listed above, and one of our volunteers will return the inquiry as soon as possible.

The attached contract registration form must be received along with your check or money. The fee will be returned to you in the event that you are not selected to display your goods. Photographs of your crafts are required each year to ensure that the items you intend to sell at this event are indeed handmade and in good taste for a school environment. Please label your photos with your name. You may also email these to chesaningmusicboosters@gmail.com.

By signing this contract, you agree to the terms listed below so please read carefully:

1. The cost for the show is \$90.00 per 10x7 foot space in the Middle School or a 12 x 6 foot space in the High School until October 15, 2023. Applications postmarked after October 15, 2023 will require an additional \$30.00 late fee payment. Applications received after November 1, 2023 will be reviewed by the Music Boosters and spaces may be granted based on availability. The Music Boosters will make every effort to accommodate these requests if possible.
2. If you need to cancel your reservation for the 2023 show, please contact the Chesaning Music Boosters at the contact information listed above. Full refunds will be issued to those vendors who cancel prior to March 1, 2023. There will be a 25% cancellation fee after March 1, 2023 and before October 1, 2023. There will be no refunds issued for requests postmarked or e-mailed after October 1, 2023.
3. **Returning vendors may retain the same space(s) with their full payment and signed contract postmarked on or before February 1, 2023. Spaces will be assigned on a first-come, first-served basis for those applications postmarked after February 1, 2023. Please note: Chesaning Music Boosters reserves the right to adjust space assignments based on structural changes to the buildings.**
4. Spaces will not be reserved, saved or held without full payment. Spaces will be assigned on a first-come first-served basis, based on the postmark.
5. Confirmations will be e-mailed after November 1, 2023 to all vendors.
6. Chesaning Music Boosters reserves the right to accept/deny any application. If denied, your payment will be returned in full.
7. **Set up begins on Friday at 7:00 a.m.** and should be completed by 9:00 a.m. **Early admittance is not available, the schools will not be unlocked prior to 7:00 am Friday.** Music Boosters volunteers will staff the main office at both schools. **Please report to the office of your assigned building to check in.** You will not

be permitted to change spaces. Your space may be reassigned to a vendor on the waiting list if you fail to set up before 9:00 a.m.

8. It is your responsibility to supply your own displays, props, tables and chairs. All tables, chairs, displays and props used in the buildings must be non-scuffing and linoleum friendly. No tape (duct, masking, etc.) is allowed on walls or floors. 3M strips and hooks are allowed. The vended space is not to be used for storage of stock or personal items. Light electricity is provided to each vendor space.
9. This is a two-day show. Vendors are required to participate until close both days. Any vendor who departs early may not be accepted for the following year. Vendors who are accepted are expected to come fully stocked and prepared to participate for the entire length of the craft show. Booths must stay set up and operating throughout the entire two day show 10-5 Friday and 10-4 Saturday. Packing up or leaving early is not permitted.
10. All commercial, poor quality or distasteful items are prohibited at this show. Failure to comply may result in expulsion without refund and without advance notice.
11. Your booth may be left set up overnight, however you may wish to cover items or place in storage those items of high value. The Chesaning Music Boosters and the Chesaning Union School District will not be responsible for lost, stolen or damaged property at any time during the show. Displays must remain attended until the show closes for the day.
12. You may have up to three attendants per booth under the same contract. Please wear wrist bands provided upon check in. This will identify you as a craft show vendor.
13. We ask that you maintain your space by picking up trash both during the show and following take down. A trash bag will be supplied to each vendor. This includes all debris such as pine needles.
14. All vendors must dismantle their booth and remove all materials between 4:00 and 5:30 p.m. on Saturday. Additional fees may be charged for vendors who remain in the school after 5:30 p.m. Booths may not be dismantled prior to 4:00 pm Saturday.
15. Chesaning Union Schools' properties are smoke-free (including vapor products), alcohol-free, drug-free and weapon-free. Violation of these policies will result in expulsion from the show. If anyone is suspected of being under the influence or behavior is erratic or offensive, the police will be called.
16. Parking for vendors must be in legal parking areas, free from violation of fire codes. Parking in the designated handicap spaces is not permitted. Your vehicle may be towed at your expense without notice if you are parked improperly. Failure to move your vehicle as requested by a Music Boosters volunteer or designee will result in expulsion from the Craft Show without refund. If you are towed, your vehicle may be retrieved from one of the following locations: Chesaning Body Shop, 205 N. Wood St., Chesaning, MI 989-845-6810 or Chesaning Auto Recyclers, 10572 Baldwin Rd., Chesaning, MI 989-845-2686.
17. In the event of Medical Emergency, call 911 and alert a Music Booster representative to complete an incident report.
18. Pets are not allowed on school premises with the exception of legal service animals.
19. Chesaning Music Boosters reserves the right to combine buildings should reservations in either school building fall below 60% of vended capacity.

*To reserve your space, complete and return the attached Registration Form along with your payment to
Chesaning Music Boosters, P.O. Box 211, Chesaning, Michigan 48616*



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CONTRACT REGISTRATION FORM FOR 2023 CHRISTMAS ARTS AND CRAFT SHOW

Payment of \$90.00 per space must be included along with this signed contract. **Contracts received after October 15, 2023, will require an additional \$30.00 late fee per contract.** Confirmation e-mails for those vendors accepted by the Music Boosters into the Craft Show will be sent after November 1, 2023. Rejected applications will receive a full refund. If your check is cashed, you have been accepted into the show. Consideration of applications received after November 1, 2023 is based on space availability, items to be vended, etc. **Please include photographs of your goods.**

Please Print

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

E-mail Address: _____

Website/Social Media _____

I have been a vendor at the Chesaning Music Boosters Christmas Arts and Craft Show since ____ (enter year)

If you were a vendor in the 2022 show, your 2023 space will be held until February 1, 2023, after which all spaces will be assigned on a first-come, first-served basis based on postmark date of payment.

Preferred Building: (circle one) HS / MS Space: _____

Special Requests: _____

PLEASE LIST ARTICLES TO BE DISPLAYED AND PROVIDE PHOTOGRAPHS:

I have read the attached 2023 contract and agree to all the provisions of the Chesaning Music Boosters. Enclosed is my payment (check or money order payable to Chesaning Music Boosters) for rental space to display the items listed above.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY MUSIC BOOSTER OFFICER ONLY

Date Paid/Postmark: _____ Payment Type: _____ Payment Amount: _____		
Prior Space: _____	Assigned School: _____	Space: _____ Officer Initials & Date: _____