

Centennial Holiday Show Vendor Information Packet

Once you have been placed in the show, detailed information will be sent to you in a vendor packed mailed on November 1, 2023. Please send a **self-addressed stamped business-sized envelope** with your application. **Two first-class stamps** are required for this purpose.

ELIGIBILITY

The Centennial Holiday Show is open to merchants who exhibit work of their own concept and execution. **All work must be original and produced by the exhibiting merchant.** Merchants must personally attend their booth and be present both days. We do not accept commercial resale products.

Selection is made on the basis of **three recent photos**, representative of the items to be exhibited and **one photo** of the booth or display. Jurying will be based only on the photos of work and display, not on any other qualifications. Samples will not be considered or returned. **PRINT YOUR NAME CLEARLY ON EACH PHOTO.** Returning vendors with the same type of craft do not need to re-submit photos. Merchants offering food/beverage products must include a statement explaining how their product is unique and handcrafted.

The Centennial Holiday Show committee reserves the right of final selection of participating merchants. Returning vendors are given placement preference but are not guaranteed a booth in future shows. Applications and photos will be judged on quality, creativity and originality of design. Merchants should exhibit a specific category of craft, rather than a variety of miscellaneous products.

LOADING/UNLOADING

Centennial High School's JROTC students are available to assist you with unloading on Friday night and loading on Sunday night. The minimum \$15 requested for each night (\$30 for both nights) supports the JROTC students' military ball and other programs. That fee is due at time of service.

CANCELLATION POLICY

All cancellations must be received **in writing** (hard copy or email) on or **before August 31, 2023** to be eligible for a refund. Absolutely no refunds will be made after that date. **A \$25 processing/handling fee will be deducted for all cancellations.**

SAVE FOR YOUR RECORDS

NOTICE OF ACCEPTANCE

A notice of acceptance will be mailed by June 1, 2023 for applications received by April 1 and within 90 days for those received later. **PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS.**

STANDARDS

1. Receipt of placement notification constitutes commitment from the vendor to participate in the Centennial Holiday Show.
2. No Saturday set-up will be allowed.
3. There will be no dismantling of display or packing of products prior to the close of the event.
4. Merchant bears the responsibility for all set-up and security needs for their exhibits. Centennial High School and Centennial Holiday Show Committee will not be responsible for loss or damage of any kind.
5. Merchants must provide their own display booth, racks, tables and electrical cords. Electricity is available for a \$25.00 fee. **You must request electricity at the time you send in your application.**
6. No space can be shared, but one artist can purchase more than one space. A “multi-person” team producing a single product may qualify as a single merchant. Exhibit spaces are non-transferable.
7. Display units must be freestanding and must not encumber neighboring exhibit space. Tents and canopies are not allowed for indoor booths. Canopy frames are allowed if they are one piece with the wall frame and cannot be disconnected. Merchants should cover all storage areas within their booths. All tables must be covered with floor length tablecloths.
8. Price signage should be kept to a minimum; no posting of price sheets or posters. Signs that advertise discounts/sales may not be displayed. Booth signs are provided; no additional signs are necessary.
9. Items with burning flames will not be allowed on school property.
10. Holiday Show chairmen reserve the right to request withdrawal from display or booth any item that is not acceptable and merchant will comply with such order promptly.
11. RVs, trailers and merchant vehicles must be parked in designated areas.
12. No babies, small children or pets are allowed in exhibit spaces.
13. Merchants are responsible for collecting and reporting their own sales tax.
14. Nametags must be worn by merchant and merchant representatives during set-up, show and dismantle. Nametags are property of the show and should be returned at check-out.
15. **Each merchant will be asked to donate a door prize to be given away to shoppers during the event, representative of merchandise in your booth.**

CALENDAR

| | |
|-------------------|--|
| February 1, 2023 | Applications available on website |
| April 1, 2023 | Last day of placement preference for returning vendors/ Last day for early bird discounts |
| January-May, 2023 | Acceptance mailed for applications received by April 1 |
| August 31, 2023 | Last day to cancel with refund |
| November 1, 2023 | Merchant information packet mailed |
| November 17, 2023 | Set up 4 – 8 p.m. (NO SATURDAY SET-UP) |
| November 18, 2023 | Show 9 a.m. – 5 p.m. (VIP Event 8am-9am) |
| November 19, 2023 | Show 12 – 4 p.m. (NO EARLY CHECK-OUT) |

For CHS use only:

| | | |
|---------------------|------------------|-------------------|
| Date Rec'd _____ | Check # _____ | Check \$ _____ |
| Booth # _____ | Booth Size _____ | Electricity _____ |
| Fees Owed \$ _____ | For _____ | Paid _____ |
| Refund Due \$ _____ | Date _____ | Check # _____ |

2023 Centennial Holiday Show Application

____ New Vendor or ____ Returning Vendor (last year you attended?)

Name _____

Sign (5 words or less) _____

Address _____

City _____ State _____ Zip Code _____

Phone: Home _____ Other _____

Social Media _____

Email Address _____

Email is the best way for us to contact you if there are any questions with your application.

| | | |
|-----------------------------|-------------------------------------|-------------------------------|
| Baskets | Home Decor/Jewelry | Stained Glass |
| Candles | Metalwork | Textiles/Fiber (wearable) |
| Country Crafts | Painting – Oil, Acrylic, Watercolor | Textiles/Fiber (non-wearable) |
| Dolls/Doll-related | Photographer | Toys |
| Drawing/Pastels | Pottery – sculpture/clay | Wood |
| Floral – silk, dried, fresh | Quilts | Other |
| Food/Beverage | Seasonal | |
| Furniture | Soaps/Lotions | |

All merchants – Short description of work (Food/Beverage merchants, please specifically describe the unique/handcrafted nature of your product): _____

Electricity Needed: Yes No Price Range of Products: \$ _____

ROTC Loading/Unloading: Yes No # of Nametags Needed (max 4): _____

Check-in Time (Circle One): 3:30 – 4:30 4:30 – 6:00 6:00 – 7:00

Trailer Parked Overnight: Yes No RV Parking Overnight: Yes No Handicap Parking? Yes No
(If yes, must have handicapped parking card)

BOOTH SIZE & FEES DUE

Please circle one:

10' x 10'=\$225 8' x 10'=\$200 4' x 20'=\$200 6' x 10'=\$185

Electricity = \$25 Late fee (if after 4/1) \$10

WELCOME

The Centennial Holiday Show will be held at Centennial High School in Franklin, TN on November 18 and 19, 2023. This will be our 25th annual craft show and averages approximately 4,000 – 6,000 shoppers. Our show area has space for 195 booths, most of which are indoors, and features handcrafted items.

MERCHANT AGREEMENT – REQUIRED

I agree that Centennial High School, Centennial Holiday Show or Committee, will not be held liable for the loss, theft, damage to any goods, personal property, or for injury to persons or property within the area of the booth leased to me. I expressly agree to be responsible for security at my booth and to keep the area within the booth free of debris, obstructions or other hazards that might result in injury to the public. I will not deface, damage, move or injure the exhibition or booth space. I will pay the cost of repairing any damage or injury done to the exhibition facility and surrounding grounds.

Merchant's signature _____

Date _____

PUBLICITY RELEASE – REQUESTED

I agree that photographs taken at the 2023 Centennial Holiday Show that include me and/or my booth may be used for publicity purposes in local magazines, newspapers and on the Holiday Show website to promote the 2023 or 2024 show. Such pictures will only be used by the Centennial Holiday Show Committee for the purpose of promoting the show and encouraging shoppers to attend. I understand that the Committee will not use close-ups of particular products or works, but will be using wide shots to capture the overall shopping experience at the Holiday Show.

Merchant's signature _____

Date _____

CHECKLIST

Please remember to send the following items with your application. Full payment must accompany your application. Deposits or partial payments will not be accepted. (Please plan on your check being cashed at any time after you submit it).

Application _____

Self-addressed stamped envelope (2 stamps) _____

Photos _____

Check _____

Include the following if applicable:

Electricity Fee (\$25) _____

Processing fee (\$10, if sent after 4/1) _____

*Do not include JROTC fee, that is collected at time of service

MAKE CHECKS PAYABLE TO **CHS PTO** AND MAIL TO:
CENTENNIAL HOLIDAY SHOW
P.O. BOX 680462
FRANKLIN, TN 37068-0462