

CENTENNIAL Holiday SHOW

*Unique Handcrafted Merchandise
Wonderful Gift Ideas*

VENDOR INFORMATION PACKET

Once you have been placed in the show, detailed information will be sent to you in a vendor packet mailed on November 1, 2021.

ELIGIBILITY & JURYING

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.

The Standards Committee will jury all merchants during the show.

ROTC LOADING/UNLOADING

Our 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.

CANCELLATION POLICY

All cancellations must be received in **writing** (hard copy or email) on or before **August 31, 2021** to be eligible for a refund. Absolutely no refunds will be made after August 31, 2021. **A \$25.00 processing/handling fee will be deducted for all cancellations.**

SAVE FOR YOUR RECORDS

WELCOME

The Centennial Holiday Show will be held at Centennial High School in Franklin, Tennessee on November 20 & 21, 2021. This will be our 23rd 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, or damage to any goods, personal property, or for injury to persons or property within the area of my booth leased by 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 space 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 2019 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 2019 or 2021 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 _____

CHECK LIST

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 _____ Photos _____ Check _____

Include the following if applicable:

Electricity fee (\$25.00) _____

Processing fee (\$10.00) if sent after 4/1 _____

MAKE CHECKS PAYABLE TO: CHS PTSO AND MAIL TO:
CENTENNIAL HOLIDAY SHOW

P.O. BOX 680462 · FRANKLIN, TENNESSEE 37068-0462

NOTICE OF ACCEPTANCE

A notice of acceptance will be mailed by May 30, 2021 for applications received by April 1st and within 90 days for those received later. **PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS.**

STANDARDS

- Receipt of placement notification constitutes commitment from the vendor to participate in the Centennial Holiday Show.
- No Saturday set-up will be allowed.
- There will be no dismantling of display or packing of the product prior to the close of event.
- 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.
- Merchants must provide their own display booths, 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.**
- 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.
- 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 in that 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.
- 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.
- Items with burning flames will not be allowed on school property.
- 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.
- RVs, trailers, and merchant vehicles must be parked in designated areas.
- No babies, small children, or pets are allowed in exhibit spaces.
- Merchants are responsible for collecting and reporting their own sales tax.
- 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.
- **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, 2021	Applications available on website
April 1, 2021	Last day of placement preference for returning vendors
April 1, 2021	Last day for early-bird discount
Jan-May, 2021	Acceptance mailed for applications received by April 1
August 31, 2021	Last day to cancel with refund
November 1, 2021	Merchant Information packet mailed
November 19, 2021	Set-up 4:00 pm - 8:00 pm (NO SATURDAY SET-UP)
November 20, 2021	Show 9:00 am - 5:00 pm
November 21, 2021	Show 12:00 - 4:00 pm (NO EARLY CHECK-OUT)

For CHS use only:

Date Rec'd _____	Check # _____	Check \$ _____
Booth # _____	Booth Size _____	Elect. _____
Fees Owed \$ _____	For _____	Paid _____
Refund Due \$ _____	Date _____	Check # _____

2021 Centennial Holiday Show Application

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

Name _____

Sign (5 words or less) _____

Address _____

City _____

Phone: Home () _____ Other () _____

Email Address _____

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

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

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: 3:30-4:30 4:30-6:00 6:00-7:00 (Circle one)

Trailer Parked Overnight: Yes No Do you need handicap parking? Yes No

R.V. Parking Overnight: Yes No (If "yes" you must have a handicapped parking card)

BOOTH SIZE & FEES DUE

Total Due: _____

Please circle one:

10' x 10' = \$200.00 8' x 10' = \$175

4' x 20' = \$175 6' x 10' = \$165

Electricity = \$25.00 If applying after 4/1, add a process fee of \$10.00