



Ann Arbor 11<sup>th</sup> Annual Arts and Crafts Show

*“Crafting With Grace”*

Saturday, October 19, 2019

10:00 am – 4:00 pm

*Our mission is to serve the Ann Arbor and surrounding communities by sponsoring an exquisite, juried Annual Arts and Crafts Show. By exhibiting high quality workmanship done by the artists, we increase awareness of the arts and further enrich the community. In our pursuit of excellence, we use the jury process to ensure a successful, high quality and enjoyable event that will be a benefit to our exhibitors and customers. We take pride in the service and attention we provide to the participating artists and crafters that is unsurpassed by any other arts and crafts show.*

*Portion of proceeds are used to fund various outreach events to help those in need in our community.*

## Information and Regulations

**SHOW LOCATION:** New Grace Apostolic Temple, 2898 Packard Rd., Ann Arbor, MI 48108

**APPLICATION MAILING ADDRESS:** Ann Arbor Annual Arts & Crafts Show, Attn: Patricia Davis, PO Box 970853, Ypsilanti, MI 48197 (please do not mail to the show location directly or there could be long delays)

**DATE:** Saturday, October 19, 2019 **TIME:** 10:00 am –4:00 pm

**SPACE SIZE/COSTS:** Various space sizes are available (see Application Form). Limited electricity will be available for an additional \$10.00 charge. *If you desire electricity, please request electricity on your application form.*

**SET-UP:** Set-up begins at 7:00 am on Saturday, Oct.19th. All set ups must be completed by 9:45 am. The show begins promptly at 10:00 am. Early set -up on Friday, Oct.18<sup>th</sup> is available between 6:00 pm - 8:30 pm. Volunteer staffing is available to assist with unloading.

**EXHIBITS:** Exhibitors **must bring their own table(s) or booth set up** that will fit in the requested space & leaving appropriate seating & exit space **within the allotted space measurements**. Tables must be covered to the floor on all three sides (no plastic covering please). Keep aisles clear at all times. If using electricity, bring a heavy-duty 12-14 gauge extension cord and a **power strip/surge protector with an internal circuit breaker & plastic external case**.

**EXHIBITOR:** Work must be the exhibitor's own original design and execution. All work must be hand-made. We do not allow items made with kits or resale items. This is a juried show allowing quality work only. Exhibitors are responsible for their own Michigan Sales Tax. **Absolutely no exhibitor raffles, specials, or price reductions allowed during the show. Exhibitors must not tear down or begin to pack up until 4:00 pm when the show closes. No resell or exchange of booth locations with other exhibitors.**

**EXHIBITORS LIABILITY:** Exhibitors **must** accept full responsibility for any loss, injury, or damage to persons or personal property that may be sustained while on said property. New Grace Apostolic Temple will exercise every possible care and precaution, but will assume **no** responsibility whatsoever for any property in the exhibit areas, on the premises, or in any of the parking areas.

**BOOTH RESERVATION:** Payment must accompany signed contract at time of applying. Payments can be by check, money order, or VISA/MC. Make out all checks and money orders payable to: **New Grace Apostolic Temple or NGAT**. Mail to PO address listed below along with the application. **Applications deadline is Aug. 1, 2019 and notifications sent to you upon acceptance. Pending vacancies, late applications are accepted after Aug. 1<sup>st</sup> until show is full but must accompany a \$20.00 late fee.** Absolutely no refunds or credits issued after acceptance to the show. Refunds and credits not issued for cancellations or no shows.

**FOOD:** Free complimentary continental breakfast furnished for exhibitors during set-up on Saturday morning. Lunch and Beverages can be pre-ordered in advance and paid at check in. These lunches are delivered to your booth. Menus will be included in your final information packet. Complimentary beverages (coffee, tea, water, juice) will be available during the show. Other concessions and baked goods are available for sale.

### **FOR FURTHER INFORMATION, CONTACT:**

Patricia Davis, Arts & Crafts Show Coordinator

P.O. Box 970853

Ypsilanti, MI 48197

Phone: 734-368-8897

[craftshow@newgrace.org](mailto:craftshow@newgrace.org)

[www.craftingwithgrace.com](http://www.craftingwithgrace.com)

**FACILITIES NEW GRACE APOSTOLIC TEMPLE:**

- Space for 60+ exhibitors
- Chairs will be provided at no cost to the exhibitors by request
- Free parking spaces for exhibitors and customers
- Booth relief provided
- Smoke free environment
- Separate Concession/dining area
- Carpeted, single floor – no stairs, handicapped accessible
- Volunteers available with carts/dollies to assist with unload/load from your vehicle to/from your booth location

**ARTS & CRAFTS SHOW ADVERTISING WILL INCLUDE:**

- Printed and online Newspapers, publications, and community calendars
- Flyers/postcards distributed to Ann Arbor and surrounding community residence and businesses
- Banners on location and signs located in surrounding areas where not prohibited
- Ads on Community TV Network (CTN; Cable Channel 17) and Radio broadcasts
- Prominent Art & Craft websites and magazines
- Featured on website: [www.craftingwithgrace.com](http://www.craftingwithgrace.com) and [www.newgrace.org](http://www.newgrace.org)

**IMPORTANT DATES:**

- **Application Deadline** ..... July 1, 2019
- **Late Applications Deadline (pending vacancies)** .....Accepted July 2, until show is full with late fee
- **Notification of Acceptance**.....Upon acceptance by jury
- **Final Information Package**.....August 19, 2019
- **Arts & Crafts Show**.....October 19, 2019

**Return application and advertising form with your prepayment in the form of credit card, check, or money order payable to New Grace Apostolic Temple or NGAT. Mail to Patricia Davis, Show Coordinator, P.O. Box 970853, Ypsilanti, MI 48197. PLEASE DO NOT MAIL TO THE CHURCH ADDRESS.**

**Exhibitor Advertising Offer:** (Advertise in the Show Program which is printed, distributed and posted on website)

- \_\_\_ \$5 Email Address listed in show program
- \_\_\_ \$5 Phone listing in show program
- \_\_\_ \$5 URL/Website Address listed in show program
- \_\_\_ \$25 Business Card Ad in show program – provide business card with your request

Contact Name: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

Business Name & Address: \_\_\_\_\_

\_\_\_\_\_

Email/Address: \_\_\_\_\_

URL/Web Address: \_\_\_\_\_

Total Amount enclosed for advertising \$\_\_\_\_\_ *Circle One: VISA MC (no on-line prepayments)*

**Card Number:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **CVC** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Ann Arbor Annual Arts & Crafts Show, "Crafting with Grace" – Oct. 19, 2019 Application Form**  
 (Please print clearly)

<b>Office Use Only</b>
Amount: _____
Check No: _____
Booth Number: _____

**Yes, I am a returning artist** \_\_\_\_\_ **I would like the same space as last year** \_\_\_\_\_

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

URL/Web Address (If available) \_\_\_\_\_

Art/Craft (media) \_\_\_\_\_

**ENTRY INSTRUCTIONS:**

This is a juried show. Submit three (3) good photos of each media and (1) one of booth set up. Label pictures with artist's name and address. If you want your photos returned, send self-addressed postage paid envelop. Digital images are recommended and accepted at [craftshow@newgrace.org](mailto:craftshow@newgrace.org).

**I understand that if I am not accepted, the booth fee will be returned to me. If I am accepted, the booth fee is non-refundable.** The deadline for applying is **Aug 1, 2019**. ***Late applications accepted until show is full. Late applications received after Aug 2 require an additional \$20.00.***

I authorize New Grace Apostolic Temple to use images of my work, etc., for current & future Craft Show promotional purposes.

**I would like to reserve the following space(s) in your show: ( measurements are depth by length)**

# of Spaces	Space Size	Price (ea)	Amt. Enclosed	# of Spaces	Space Size	Price (ea)	Amt. Enclosed
	3'd x 6'w	\$45			6'd x 12'w	\$100	
	3'd x 10'w	\$60			10'd x 10'w	\$110	
	3'd x 12' w	\$70			10'd x 12'w	\$120	
	6'd x 8'w	\$85			10'd x 14' w	\$130	

Check and complete all that apply:

- Electricity costs an additional \$10.00 per space. Bring your own heavy- duty extension cord (min.12-14 gauge)
- \$20.00 late fee is enclosed (required for applications sent after Aug.2)
- Requesting \_\_\_\_\_ # chairs at no charge. Total enclosed for Space(s) electricity, and late fee = \$ \_\_\_\_\_
- Yes, I am sending digital images of my work.

Special Requests: \_\_\_\_\_

**I have read the enclosed rules and regulations of this show and agree to abide by them completely.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Circle One: **VISA MC** (No on-line prepayments) **CVC (3-digit number on back of card):** \_\_\_\_\_

Card Number: \_\_\_\_\_ **Exp:** \_\_\_\_\_

Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Mailing Address: Ann Arbor Annual Arts & Craft Show, Patricia Davis, PO Box 970853, Ypsilanti, MI 48197