

## Information Sheet:

### About:

The Spring Charity Craft Show is an event sponsored by the Troy Business Group to raise money and awareness for local charities while promoting local artisans.

The guest charity this year is: I've Got Your Backs Foundation, located in Rochester, whose mission is to educate, impact and inspire hope to youth in need.

Their website is at: [www.ivegotyourbacks.org](http://www.ivegotyourbacks.org).

Their Facebook page is at: <http://www.facebook.com/ivegotyourbacks?ref=ts&sk=wall>

### Spring Charity Craft Show General information:

Date: Saturday, March 31<sup>st</sup>, 2012

Time: from 11:00 a.m. to 4:00 p.m.

Location: Athens High School (cafeteria)  
4333 John R. Road, Troy, MI

This will be an indoor crafts and more show. Most items will be allowed. (However, since there will not be a jury, we reserve the right to refuse the sale of any items not listed on your application. Thanks for understanding!)

Booth space is \$55 each (includes one chair) (10 feet wide, 7 feet deep) if paid in cash.

Space is \$60 each if paid in check.

You may purchase a maximum of four booth spaces, but this is subject to change depending on the number of applicants.

Payment of	includes:
\$55 (cash)	registration fee
\$60 (check)	10' x 7' booth space for 6 hours
	includes one chair
	advertisement on the Spring Charity Craft Show website

Cafeteria's maximum capacity: approximately 100 booths

You can also offer to donate to the I've Got Your Back Foundation; booth spaces locations will depend on how much you donate and on first come, first served basis.

We also have

Limited outlets... \$10 each.

Limited tables... \$10 each.

(Based on first come, first served. Apply early!)

The Troy Business Group will take care of publicity matters.

If you are interested, please complete the application and send it with your check in the appropriate amount to: 1523 Merriweather Dr. Troy, MI 48085. Applications will be accepted from **December 29<sup>th</sup> through March 18<sup>th</sup>**, please send them as soon as possible.

Contact: 4hbizgroup@gmail.com or our website: springcharitycraftshow.weebly.com for applications, questions and concerns.

Once we receive your application, a confirmation will be sent through e-mail. The confirmation should be printed in case of confusions.

There will be a concession stand available at modest prices.

### Show Day information:

7:45 a.m. to 8:45 a.m.	Crafters check-in
7:50 a.m. to 9:50 a.m.	Crafters set up
10:00 a.m. to 4:00 p.m.	Craft show period
10:30 a.m. to 3:30 p.m.	Concession stands open
1:30 p.m. to 2:30 p.m.	Raffle tickets
4:00 p.m. to 5:45 p.m.	Take down, clean up See you next year!

Set up begins at 8:45 a.m.

Check in will start at 8:40 a.m.

You **must** leave your booth space by 5:45 p.m. (The show ends at 4 p.m.) Volunteer staffing will be available to help with transporting your crafts within the area of the building.

When you arrive at Athens on the day of the show, please **check in at the west end doors only**. These doors will be well marked. There, you will be given your space number and all other necessary information.

If there are questions concerning the location of the craft show, please do not hesitate to ask! Again, contact: 4Hbizgroup@gmail.com (for quicker responses) or our website: springcharitycraftshow.weebly.com for questions and concerns.

Please note that all parking regulations apply. Please park in designated spaces. Spaces along the sidewalk are for quick loading/unloading only. The Troy Police Department strictly enforces these policies.

## General rules related to the show:

-Please, no early tear down, and clean up your area before leaving.

-The boundaries of your booth space will be clearly marked. Please stay within your booth space. If you are afraid you will not have enough space, you may purchase multiple spaces (max. of 4).

-Special requests regarding booth space (by the wall, closer to doors) will be considered based on donations and first come, first served. (A general map of the cafeteria will be included in the application!)

-Smoking is prohibited.

-The Athens High School building rules will apply.

-You will be responsible for your own sales tax.

-We will exercise every care and caution, however, Athens High School, the Troy Business Group or The Rainbow Connection are all not responsible for injury, loss, or damage in any part of the exhibit area, on the premises, or in any of the parking areas.

## Side note:

If there are not enough applications, the show will be cancelled.

Then, vendors will be refunded 90% of your money.

(Providing you have sent a self addressed stamped envelope.)

You can still offer to donate to charities and our group. Or, you can ask for a total refund.

Otherwise, in all other cases, there will be absolutely no refunds.