

*Date: 11/4/2017*

**Vandercook Lake  
Music Boosters**

**Presents**

**Craft  
Show &  
Bazaar**

**AT VANDERCOOK LAKE  
MIDDLE/HIGH SCHOOL**

**1000 GOLF AVE  
JACKSON, MI 49203**

All proceeds to benefit  
Vandercook Lake Band  
Uniform Drive

*Time: 9:00-3:00*

RENTAL AGREEMENT

PLEASE RETURN TO Donna LeFaive at Vandercook Lake High School, 1000 Golf Ave, Jackson, MI 49203 by Oct 30th  
Make checks Payable to: VCL Music Boosters

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Item(s) Description: \_\_\_\_\_ Outlet near by? N / Y

Cost is \$25 for 10x10 space rental, tables can be rented for \$5 each. Limit one at this time. May have some more available to rent the day of the event.

Number of spaces: \_\_\_\_\_ x \$25 each = \_\_\_\_\_

Table Y / N \$5 each \_\_\_\_\_ Total Enclosed \_\_\_\_\_

## Information & Regulations

Vandercook Lake Music Boosters reserves the right to admit or deny any exhibitor's application. Crafts and Artwork MUST be appropriate for a school sponsored activity.

**CHECK IN:** Please stop by the check in table located at the middle school entrance. Upon arriving you will collect your welcome packet, then unload. After you unload we ask you to park away from the building to leave ample parking close up for the customers.

**Address of event: 1000 E. Golf, Jackson, MI 49203**

**SET-UP:** Set up begins at 7:30am on Saturday November 4, 2017. All set up must be completed by 8:45am. The show begins promptly at 9:00am. There are to be NO OPEN FLAMES OR LIVE ANIMALS due to school district regulations.

**EXHIBITS:** Exhibitors may bring their own table(s) or booth set up that will fit in the provided space. Keep aisles clear at all times. If using electricity, bring a heavy duty 25' extension cord. Outlets are limited and on a first come first serve basis, based upon paid booth registration.

**EXHIBITORS:** Exhibitors must not tear down or begin to pack up until 2:45pm. Tear down must be completed by 5:00pm. No resell or exchange of booth locations with other exhibitors without permission from the committee.

**EXHIBITOR'S LIABILITY:** Exhibitors must accept full responsibility for any loss, injury or damage to person or personal property that may be sustained while on said property. VCLMB will exercise every possible care and precaution, but will assume no responsibility for any property in the exhibit area, on the premises, or in any of the parking areas. Each Vendor is responsible for its/his/her own money, cash box and sales receipts. We will not be able to make change.

**BOOTH RESERVATION:** Payment must accompany signed contract at time of applying. Payments can be by check or money order. Make all checks payable to VCL Band Uniform Drive, noting craft show in the memo field. Applications are accepted until Tuesday, November 1, 2017. Absolutely no refunds.

Every effort is being made to make the craft show as successful as possible. Please remember, we are volunteer parents and trying our best. We are advertising at local radio stations, targeted multiple facebook pages, placed ads on Craigslist and Hoobly, and have added the event to the Jackson Chambers event page as well as other advertising media. If you have any suggestions for advertising please feel free to let us know. Thank you for participating this year.

Confirmation of show and acceptance and details will be emailed to you unless otherwise requested.

Show Coordinators are:

Donna LeFaive @VCL MS/HS 517-782-8167, Kim Foster 517-914-0443 and Tami Allen 517-745-6405