

WELCOME

The Centennial Holiday Show will be held at Centennial High School in Franklin, Tennessee on Nov. 20 & 21, 2010. This annual craft show averages approximately 6,000-8,000 shoppers. Our show area has space for 185 booths, most of which are indoors, and features primarily handcrafted items.

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 artist's/crafter's work, and **one photo** of your 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 PHOTOGRAPH.**

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. 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.

EXHIBIT SPACE

The following booth spaces will be available on a first come/first serve basis.

10' x 10' = \$175 8' x 10' = \$150 4' x 20' = \$150 6' x 10' = \$140

Electricity Fee: \$25. Electricity is not available in all booths.

CENTENNIAL HOLIDAY SHOW POSTCARDS

The Centennial Holiday Show will provide promotional postcards for the show at the merchant's request. A nominal fee covers the mailing costs. Local merchants may pick up their postcards with no charge at Centennial High School. Postcards will be available after September 15, 2010.

CALENDAR

Feb. 1, 2010	Applications Mailed
April 1, 2010	Application Deadline
April 30, 2010	Notifications of Acceptance Mailed (Checks deposited.)
Aug. 30, 2010	LAST DAY TO CANCEL WITH REFUND
Nov. 1, 2010	Merchant Information Packet Mailed
Nov. 19, 2010	Set-Up 4:00 pm-8:00 pm (NO SATURDAY SET-UP)
Nov. 20, 2010	Show 9:00 am-5:00 pm
Nov. 21, 2010	Show 12:00 pm-4:00 pm (NO EARLY CHECKOUT)

ROTC LOADING/UNLOADING

Our ROTC students are available to assist you with unloading on Friday night, and loading on Sunday night. The minimum \$10 requested for each night (\$20 minimum for both nights) supports the ROTC students' military ball and other programs.

STANDARDS

- Notification of acceptance within 90 days after the committee's receipt of a complete application is a commitment from the merchant to Centennial Holiday Show Committee to participate in the show.
- No Saturday set-up will be allowed.
- There will be no dismantling of display or packing of product prior to the close of the 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 \$25 hook up fee. **You must request electricity at the time you send your application.**
- Display units must be freestanding and must not encumber neighboring exhibit space. Tents are not allowed inside building. Merchants are expected to cover all storage areas within their booths. All tables must be covered with floor-length tablecloths. Signs that advertise discounts/sales may not be displayed. Booth signs are provided; no additional signs are necessary.
- 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.
- 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.
- Sponsor reserves the right to request withdrawal from display or booth, any item or article in such an exhibit, which, in its opinion, is not acceptable, and merchant will comply with such order promptly.
- Items with burning flames will **not** be allowed on school property.
- Nametags must be worn by merchant and merchant representatives during set-up, show, and dismantle. Nametags are the property of the show, and should be returned at checkout.
- **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.**

NOTICE OF ACCEPTANCE

A notice of acceptance will be mailed on April 30, 2010 or within 90 days after receipt of late applications. **PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS.**

MERCHANT UPDATE PACKET

Once you have been accepted as a merchant in the show, detailed information will be sent to you in a merchant packet mailed on November 1, 2010. Please send a self-addressed, stamped business-sized envelope with your application (two first-class stamps required) for this purpose.

CANCELLATION POLICY

All cancellations must be received in **writing** on or before **Aug. 30, 2010**, to be eligible for a refund. Absolutely no refunds will be made after Aug. 30, 2010. A \$25 processing/handling fee will be deducted for all cancellations.

SAVE FOR YOUR RECORDS

For CHS Use Only:

Date Rec'd _____	Check # _____	Check \$ _____
Booth # _____	Booth Size _____	Booth Location _____ Elec. _____
Check In Location _____	Parking Lot _____	
Ref/Out \$ _____	Date _____	Check # _____

2010 Centennial Holiday Show Application

PLEASE CUT AND RETURN THIS FORM.

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

Name _____

Sign (5 words or less) _____

Address _____

City _____ **State** _____ **Zip** _____

Phone: Home () _____ Other () _____

Email Address _____

Please circle the types of work you most closely describe the products you plan to exhibit:

- | | | |
|-------------------------------|------------------------------------|------------------------------|
| Baskets | Home Decor | Seasonal |
| Candles | Jewelry | Soaps/Lotions |
| Country Crafts | Metalwork | Stained Glass |
| Dolls/Doll-related (wearable) | Painting: Oil, Acrylic, Watercolor | Textiles/Fiber |
| 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 **# Nametags Needed** (Max.4): _____

Check In Time: 4:00—5:00 5:00—6:00 6:00—7:00 (Circle One)

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

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

Postcards: Yes No (If yes, please check quantity to be mailed)
 ___ 100-\$3.50 ___ 200-\$5.00 ___ 300-\$5.50 ___ 500-\$6.50 OR:
 _____ Quantity to be picked up by merchant, (no charge) at Centennial High School, available after September 15, 2010

Booth Size: (Circle One)

- 10'x10'=\$175
- 8'x10'=\$150
- 4'x20'=\$150
- 6'x10'=\$140

Fees: Booth/Booths _____

Electricity (\$25) _____

Postcards _____

Late Fee (\$10) _____

(After April 1)

TOTAL FEES: _____

MAKE CHECKS PAYABLE TO: CHS PTSO
MAIL TO: CENTENNIAL HOLIDAY SHOW
P.O. Box 680462
Franklin, TN 37068-0462

IMPORTANT – PLEASE SEE OTHER SIDE – WE NEED YOUR SIGNATURE!

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 the 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 2010 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 2011 show. Such pictures will only be used by the Centennial Holiday Show Committee for the purposes 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.

Application _____ Self-addressed stamped envelope (2 stamps) _____
Photos _____ Check _____ *include the following if applicable:*
Electricity Fee (\$25) _____
Late Fee (\$10) if sent after 4/1/10 _____