

## WELCOME

The Centennial Holiday Show will be held at Centennial High School in Franklin, Tennessee on Nov. 23 & 24, 2013. This will be our 16<sup>th</sup> 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.

## 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 PHOTOGRAPH.** 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.

## EXHIBIT SPACE

The following booth spaces will be available on a first come, first served basis.

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

Early Bird Discount: No application processing fee for applications postmarked on or before April 1, 2013. To avoid bank fees, please note that checks may be deposited at any time after they are received.

Processing Fee: \$10 for applications postmarked after April 1, 2013.

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 small fee is charged to cover mailing costs. Local merchants may pick up their postcards with no charge at Centennial High School. Postcards will be available after September 18, 2013.

## CALENDAR

Feb. 1, 2013	Applications available on the website
April 1, 2013	Last day of placement preference for returning vendors
<b>April 1, 2013</b>	<b>Last day for early-bird discount</b>
Jan--May, 2013	Acceptances mailed for applications received by April 1
<b>Aug. 30, 2013</b>	<b>LAST DAY TO CANCEL WITH REFUND</b>
Nov. 1, 2013	Merchant Information Packet Mailed
Nov. 22, 2013	Set-Up 4:00 pm-8:00 pm <b>(NO SATURDAY SET-UP)</b>
Nov. 23, 2013	Show 9:00 am-5:00 pm
Nov. 24, 2013	Show 12:00 pm-4:00 pm <b>(NO EARLY CHECKOUT)</b>

## ROTC LOADING/UNLOADING

Our JROTC 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 JROTC students' military ball and other programs.

## 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 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 fee. **You must request electricity at the time you send 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 allowed only if 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 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 by May 17, 2013 for applications received by April 1 and within 90 days for those received later. **PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS.**

## 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, 2013. 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 (hard copy or email) on or before Aug. 30, 2013, to be eligible for a refund. Absolutely no refunds will be made after Aug. 30, 2013. **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 Loc. _____
Elec. _____	Check In Loc. _____	Parking Loc. _____
Fees Owed \$ _____	For _____	Paid _____
Refund Due \$ _____	Date _____	Check # _____

**2013 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** \_\_\_\_\_

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

Please circle the type(s) of work best describe the products you plan to exhibit:

- |                            |                                    |                              |
|----------------------------|------------------------------------|------------------------------|
| 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*      **# 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-\$4.00    \_\_\_\_\_ 200-\$5.00    \_\_\_\_\_ 300-\$6.00    OR:

\_\_\_\_\_ Quantity to be picked up by merchant, (no charge) at Centennial High School, available after September 18, 2013

**Booth Size:** (Circle One)

10' x 10' = \$175

8' x 10' = \$150

4' x 20' = \$150

6' x 10' = \$140

**Fees:** Booth/Booths \_\_\_\_\_

Electricity (\$25) \_\_\_\_\_

Postcards \_\_\_\_\_

*If applying after April 1<sup>st</sup> add:*

*Process Fee (\$10)* \_\_\_\_\_

**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 2013 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 2013 or 2014 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 \_\_\_\_\_

<b>CHECK LIST</b>
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**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 \_\_\_\_\_ Self-addressed stamped envelope (2 stamps) \_\_\_\_\_

Photos \_\_\_\_\_ Check \_\_\_\_\_ *include the following if applicable:*

*Electricity Fee (\$25) \_\_\_\_\_*

*Processing Fee (\$10) if sent after 4/1: \_\_\_\_\_*