



# 2018

## IMS Holiday Craft Show

### Information, Rules & Regulations

Saturday, November 24, 2018 • 9 am – 3 pm

**CRAFT SHOW LOCATION:** Independence Middle School Cafeteria  
2807 Bethel Church Road  
Bethel Park, PA 15102

**VENDOR SET UP TIME:** Saturday, November 24 from 7 am – 9 am  
\*Students will be available to help you with unloading vehicles and set up. Doors near the cafeteria will lock at 8:45 am and you will be required to use the main entrance doors after that time.\*

**CRAFT SHOW HOURS:** Saturday, November 24 from 9 am – 3 pm

**VENDOR TEAR DOWN:** Saturday, November 24 from 3 pm – 5 pm

\*\*Entrance to the Craft Show will be through the main entrance doors to provide equal opportunity for all vendors. Doors to cafeteria will be locked during the show.\*\*

**NEW FOR 2018:** Please see important new info listed on registration form.

**BOOTH SPACE:** Your booth space will be reserved based upon the date we receive your application with full payment. IMS PTSO reserves the right to deny any crafter which is not in the best interest of the Show.

**RATES & REFUNDS:** Booth space is \$60.00 PER 8 foot AREA. [\\*\\*We will have 6ft and 8ft tables available this year, and they will be issued based on the date we receive your application.\\*\\*](#) An additional cost for electrical access is available at a cost of \$10.00. **NO** refunds will be issued. You will be responsible for a \$30 fee for any check that is returned due to insufficient funds.

**BASKET RAFFLE:** Each vendor MUST donate an item(s) with a minimum value of \$25 for our Basket Raffle to be held the day of the event. We prefer you submit your raffle item prior to the show (at an agreed upon date/time) but they will be accepted upon arrival to the show. If you are providing it the day of the show, please have it ready as soon as you arrive.

If you have any questions, please contact the Vendor Coordinator, Caitlin Metzler at [IMSholidaycraftshow@gmail.com](mailto:IMSholidaycraftshow@gmail.com)

Thank you!



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## IMS Holiday Craft Show Registration Form

Saturday, November 24, 2018 • 9 am – 3 pm

Please complete the information below and mail this application along with your payment to:

IMS PTSO, Attn: Craft Show

2807 Bethel Church Road, Bethel Park, PA 15102

**Please make checks payable to IMS PTSO**

- The cost of EACH 8 foot area is \$60 (tables we provide will be 6ft OR 8ft tables)
- Electricity is an additional \$10. Electricity MUST be requested prior to the show.

**\*\*\*Please INITIAL you are aware of the following rules\*\*\***

- YOU MAKE NOT MAKE SPECIAL REQUESTS FOR TABLE LOCATION \_\_\_\_\_
- YOUR SPACE IS NOT RESERVED UNTIL YOUR REGISTRATION FEE IS PAID \_\_\_\_\_
- YOU MUST REMAIN WITHIN YOUR 8 FT ASSIGNED SPACE, OR YOU ARE REQUIRED TO PURCHASE TWO SPACES \_\_\_\_\_
- YOU MUST DONATE AN ITEM FOR THE RAFFLE WITH A MINIMUM VALUE OF \$25, OR MAKE AN EQUIVALENT CASH DONATION OF \$25 \_\_\_\_\_

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email address: \_\_\_\_\_ (used to verify receipt of application/payment)

Website address: \_\_\_\_\_

Product description/cost: \_\_\_\_\_

\_\_\_\_\_

Please list the item(s) you will be donating for the basket raffle: \_\_\_\_\_

Do you need us to provide a table? \_\_\_ Yes \_\_\_ No    Do you need electricity? \_\_\_ Yes \_\_\_ No (\$10 for electrical access)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY

Application Received \_\_\_\_\_ Check # \_\_\_\_\_

Confirmation Email Sent \_\_\_\_\_ Booth # \_\_\_\_\_