

2024 Holiday Arts, Crafts and Gifts Show

Show Information:

Date: Saturday, November 2, 2024

Time: 9 a.m. to 3 p.m.

Where: Portage Central High School
8135 S. Westnedge Ave
Portage, MI 49002

Space Sizes and Options:

Booth (10'x10') @ \$55

Booth (Aprx. 7' x 14') @ \$55

Tables @ \$13 per table

Electricity @ \$12 per booth

Chairs @ \$3 per chair

Spaces:

- *You will be given your booth assignment in advance. Please know that every effort is made to honor your requests; booth availability is based on when your application is received, if you need electricity, and an attempt not to put like products near each other.*
- Please keep all of your items, displays, tables, etc. within your marked space only.
- School policy prohibits the use of the walls for hanging, taping, or display.
- **Please note:** Some spaces may be bordered by uneven walls.

Set-up/Take-down:

- Set-up will start no sooner than 7 a.m. on the morning of the show.
- All displays should be set up by 9 a.m. on the morning of the show.
- Do not tear down your display before 3 p.m. on the day of the show.
- All displays should be cleaned up and removed by 4 p.m. on the day of the show.

Food:

- Concession **area will be open** during the event.
- Vendors will be provided with concession coupons to use during this event.

Advertising:

- This show will be extensively promoted through our parent newsletter, community newsletters, and traditional and social media including Craigslist, Facebook, Twitter, and the school website.

Vendors:

Portage Central High School is a smoke, tobacco, and vaporizer free environment

- Vendors accept full responsibility for any loss, injury, and damage to persons or property that may be sustained while on our premises. Portage Central High School or Portage Public Schools assume no responsibility for any property loss, damage, or injury to persons or property that may be sustained while on our premises.
- Submitting state sales tax paperwork is the responsibility of the vendor.
- **If you plan to sell food items, you must comply with the Michigan Cottage Food Law, <http://www.michigan.gov/mdard>. Please read this thoroughly before applying.**
- There will be limited space available for home-based party plans and only one vendor from each company will be allowed. Hand-crafted items are preferred. No resale items will be permitted.
- Portage Central High School and Portage Public Schools reserve the right to deny vendors whose items are not appropriate for a school function (i.e.: Weapons, weapon look-alikes, items that promote drugs, alcohol, or tobacco, etc.) or for this show (i.e.: service and/or home improvement providers, etc.).
- *If you wish to use any of the Portage Central trademarked logos on your product in any way, please notify us so that you can be given permission to do so.*

Inviting those who have made Portage Central High School what it has become TODAY to continue to play an active role in what it will be TOMORROW.



Portage Public Schools

THE FUTURE LEARNS HERE

Student Activities Office, Portage Central High School, 8135 S. Westnedge, Portage, MI 49002

2024 Holiday Arts, Crafts & Gifts Show

Application for Vendors

Vendor's Name: _____ Email: _____

Business Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Description of your crafts: *(Please be as specific as possible)*

Booths: ***Minimum one booth required***

_____ 10' x 10' booth space @ \$55 = _____ **Limited availability. First come, first served.*

_____ 7' x 14' booth space @ \$55 = _____ **Limited availability. First come, first served.*

Extras:

_____ 8' tables @ \$13 per table = _____

_____ Folding chairs for your booth @ \$3 per chair = _____

_____ Electricity @ \$12 per booth = _____ **Limited availability. First come, first served. *Extension cords will not be provided.*

Total = _____ **Please include payment with this application.*

To apply, please send the following:

- Completed vendor application
- Pictures of products are appreciated. May be required before confirmation.
- Accept cash, cashier's check, money order, and checks for the full amount made payable to **Portage Public Schools or PPS**. If your check does not clear, you are required to pay the additional bank fee of \$30.00.
- **Email address is required** for confirmation (**no refunds after confirmation**). (Please check your email regularly for updates and communication as this is our primary mode of communication.)

Mailing Address:

Portage Central High School
Attn: The Activities Office
8135 S. Westnedge Ave.
Portage, MI 49002

Questions?

Call or email Nikki
Smith at 269-323-5265
or
nsmith@portageps.org

I have read and understand the enclosed guidelines:

Signature _____

Date _____

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