

**Port Huron Elks Lodge 343**  
**3292 Beach Rd.**  
**Port Huron, MI 48060**

**2018 CONTRACT FOR CHRISTMAS ARTS & CRAFT SHOW**

The Port Huron Elks Lodge 343 Christmas Arts & Craft Show will be held on Saturday, November 17, 2018, at the Elks Lodge located at the address listed above. The show will be open to the public from 9 a.m. until 4 p.m.

The Port Huron Lodge 343 is a non-profit organization providing charitable services that help build stronger communities. We appreciate your participation in this event and will do our best to serve you.

The attached contract registration form must be received by September 1, 2018, to be considered for our 1<sup>st</sup> round of Jury Selection and a space(s). Please include your check or money order along with a self-addressed, stamped envelope. This fee will be returned to you in the event that you are not selected to display your goods. Photographs of your crafts are part of the jury selection and requested to ensure that the items you intend to sell at this event are indeed handmade and in good taste for this environment. Final round of Jury Selection is October 15, 2018.

By signing this contract you agree to the terms listed below so please read carefully:

1. The cost for the show is \$40.00 per 10x7 foot space.
2. **Contract Registration (booth application) postmarked after October 15, 2017**, will be reviewed by the jury committee and spaces will be granted based on availability. We will try to accommodate Special requests regarding booths. This request should be included with registration.
3. If you need to cancel your reservation for the show, please contact Jennifer Pratt at 810-982-8531 or email to [elks343@comcast.net](mailto:elks343@comcast.net) . Refunds will be issued to those vendors who cancel prior to October 15, 2018. There will be no refunds issued for requests postmarked or voice mail stamped after October 15, 2018.
4. The shape of your space may vary slightly depending on location within the Elks Lodge facility, but all are of a comparable size. You are asked to cooperate with neighboring vendors to allow full use of space.
5. Port Huron Elks Lodge 343 reserves the right to accept/deny any applications. If denied, your payment will be returned in full.
6. Vendors who are accepted are expected to come fully stocked and prepared to participate for the entire length of the craft show. **ANY VENDOR WHO DEPARTS EARLY WILL NOT BE ASKED TO RETURN THE FOLLOWING YEAR.**

7. Set up is offered on Friday from 5-8p.m. upstairs only, and Saturday from 7-8:30 a.m. both upstairs and downstairs.
8. Vendors may park at the building entrance on Beach Rd. to load/unload. Vehicles must be moved to vendor designated areas to facilitate handicap and customer parking.
9. **It is your responsibility to supply your own displays, props, and tables.** 2 chairs are provided for each space. Electricity is provided at \$5 per booth if needed and designated on the initial application so that an outlet can be reached appropriately and safely. The use of vendor-supplied extension cords is permitted and required.
10. The Arts and Craft Show Committee reserves the right to remove from your display any commercial, poor quality, or distasteful items. Failure to comply will result in expulsion without refund and without advanced notice. **ABSOLUTELY NO COMMERCIAL ITEMS MAY BE SOLD.**
11. The show is advertised as Christmas Arts & Craft Show. Displays should proclaim a festive spirit.
12. If booth is set up on Friday and left overnight, you may want to cover items or place in storage those items of high value. The Port Huron Elks Lodge 343 and committees will not be responsible for lost, stolen, or damaged property.
13. **During the show hours 9am - 4pm, displays should remain attended until the last visitor has left the building.**
14. You may have up to three attendants per booth under the same contract. Please wear the name tags provided upon check in. This will identify you as a craft show vendor.
15. We ask that you maintain your space by picking up trash both during the show and following take down. A trash bag will be supplied to each vendor.
16. All vendors must dismantle booth and remove crafts between 4:30 and 6:30 p.m. on the day of the show.
17. If you need additional information or have questions, please contact Jennifer at (810)982-8531, or email to [elks343@comcast.net](mailto:elks343@comcast.net).

**We are excited about our 5th Annual Show!**  
**Looks like we have made it a Port Huron Tradition!**

**P.S. Keep this contract (2 pages) for your records; send in attached Contract Registration as required.**

Thank you,

Your 2018 Arts & Craft Show Committee  
Jennifer Pratt, Sue Hudy, MaryFran Deachin, Karen Barber