

Thank you for your interest in participating in the 2017 36th Annual Berea-Midpark Craft Show!

The Berea-Midpark Craft Show (Formerly the Midpark Craft Show) is one of the largest and longest running craft shows in the area. It is the largest annual fund raising event for the Berea-Midpark Performing Arts Boosters. Your participation in our program directly supports our students and their programs. Our show is held at the Middleburg Heights Jr High. 7000 Paula Dr. Middleburg Heights OH. 44130. We use the Cafeteria, Gym and hallways for vendors.

**Whether you are new to our show, or have recently participated,
Please read this information carefully when considering our show:**

Our Table / Space fees:

Because of rental fee increases- In order to maintain a similar cost to previous shows, our \$50.00 fee is now for SPACE ONLY. If you would like to rent a table for your space(s), the rental fee will be \$5.00 per table. You may contract as many spaces as you would like, with or without as many tables as you would like. These options are all detailed on the contract.

Please note, under no circumstances are we able to approve any one day spaces.

Items being sold:

Because we are a large show (285 spaces), we do end up with multiple tables selling popular items, such as jewelry, soaps, fragrances and decorative items. We make every effort to evenly space these tables throughout the show, and will limit tables of some items. While we do encourage handmade items, we also permit unique commercially made items, collectibles and similar items. Direct Marketing types of vendors, including but not limited to Pampered Chef, Tastefully Simple, Avon, etc., will be initially offered to a previous year's representative, then offered first come first served to new representatives. Only one vendor per brand will be permitted. Also, please note-we are NOT a juried show.

Cell phone / Internet Service:

Please note that cell phone service is limited in the building. Also we unfortunately at this time do NOT have access to the school district Wi-Fi.

Photographs:

If you are a returning vendor, it is NOT NECESSARY to send photos. New Vendors- photographs will be returned to you at the show.

Contract Approval:

Please provide an email address to receive your confirmation that you have been accepted into the show. If you do not use email, please provide a self-addressed stamped envelope for your table confirmation. Table numbers and locations will be provided approximately one month before the show. This will allow us to better confirm vendors, and allow better arrangement of tables.

Contact us:

- Our Website: www.bereamidparkcraftshow.com General updates will be posted here.
- Our Email: craftshow@bereamidparkcraftshow.com to email us with any questions.
- You may also contact us via voicemail at 216-898-8905 (This voicemail is usually only checked once a week)

Thank you!

George Gardner

Chairman, Berea-Midpark Craft Show Committee

2017 CONTRACT, WAIVER AGREEMENT And VENDOR INFORMATION

Berea-Midpark Performing Arts Boosters Fall Craft Show
Please PRINT CLEARLY all information!

Name: _____
 Business Name _____
 Address: _____
 City: _____
 State: _____ Zip: _____ Phone: _____
 Email: _____

PLEASE DESCRIBE ALL TYPES OF ITEMS YOU WILL BE SELLING-This helps with table placement! Use separate page if necessary. New Vendors-enclose two photographs.

Is this a Direct Sales Business? _____

I have read the attached Rules and Regulations governing the Show and agree to comply with these terms. I understand that by not complying with these terms I may be excluded from future craft shows. I furthermore understand that I am responsible for maintaining my table/space for the duration of the show and that neither the Berea-Midpark Performing Arts Boosters nor the Berea City Schools will be held responsible for any injury, loss and or damage which may occur for any reason i.e. theft, fire, natural disaster, etc.

SIGNATURE: _____ DATE: _____

SPACES REQUESTED:

1 2 3 4 \$50.00 ea. = \$ _____
 (Spaces are the same amount of area, with or without the table)

TABLE RENTAL

0 1 2 3 4 \$5.00 ea. = \$ _____
 Table rental is 5.00 per table. You may rent one for each or part of your spaces, or provide your own and rent no table at all.
 Enter 0 if you will bring your own table(s)

TOTAL DUE: \$ _____

For Craft Show Use Only.

Rcvd _____
 Pmt _____
 T _____ S _____ E _____
 Conf. _____
 D C T E USM

ELECTRIC REQUIRED: Yes No

LOCATION REQUEST:

_____ This is my first time at your show
 _____ Returning Vendor,
 I would like to be close to my spot last year
 _____ Returning Vendor,
 Requesting different location.

Location Requests: _____

SETUP Please check one:

I will begin my setup Friday Night _____
 I will setup Saturday morning. _____

TABLE CONFIRMATION

USMAIL: Include a self-addressed stamped envelope
 EMAIL: Be sure to include an **email** address above.
 (No SASE Required.)- Email will be sent from:
 craftshow@bereamidparkcraftshow.com

Make Checks Payable To:
BEREA-MIDPARK PERFORMING ARTS

Return Signed Contracts and Payment To:

MIDDLEBURG HTS JR HIGH SCHOOL
7000 PAULA DRIVE
MIDDLEBURG HEIGHTS, OHIO, 44130
Attn. FALL CRAFT SHOW

All contracts are approved on a FIRST COME FIRST SERVED BASIS.

Please keep this page for your records

The 2017 Berea-Midpark Performing Arts Fall Craft Show

Saturday October 21st 9:00 AM - 4:00 PM Sunday October 22nd 11:00 AM - 4:00 PM 2017

SETUP / TEARDOWN:

- Friday PM Setup: If you request Friday Setup, we will contact you approximately two weeks before the show with details on gaining access to the building and setting up early.
- Saturday AM setup: The building will open at 7:00 A.M. Saturday, 10:00 A.M. Sunday. Setup can begin on Saturday starting at 7:00 A.M.
- Respect your fellow vendors by keeping your booth intact until 4:00 p.m. each day. If there are crafters dismantling their booth before 4:00 p.m., they will not be permitted to have a booth at the future Berea-Midpark Craft Shows.

Rules and General Show Information:

Note: Please remember, we are a Parent Volunteer group; our officers, parents and students all volunteer their time and energy to this event. We all work hard to make the craft show the best show possible, and request your patience with any discrepancies or concerns that may arise in the planning of the show. Thank you!

1. **The Craft Show Committee reserves the right to use their discretion on what type of items can be sold.** Craft items sold should have some handmade -or- unique portion to them. Commercially produced items are accepted on a case-by-case basis. Food items are generally discouraged, as we operate a full menu in the Craft Show Café. If approved, food items must be wrapped / packaged for consumption away from the craft show. (I.e. candy, cookies, etc.). Used or second-hand items or flea market items are not to be sold for any reason. Please limit items to only those listed on your contract. We assign our vendor locations based on this information. You will be asked to remove any unapproved items from your table.
2. Please send two recent photographs of the items for sale with your contract. (Photographs will be returned the day of the show). Please Note: Photographs are **not needed** if you participated in the previous years' Craft Show.
3. All tables are to be covered with a clean tablecloth and must be skirted to the floor on three sides. The tablecloth and skirt are to be provided by the **CRAFTER**. Tables are 8 foot wooden rental tables. We evenly space our vendor locations throughout the building (Each space-8 ft. wide X approx. 5 ft. deep with 2 ft. between each crafter). Hallway/Cafeteria/Gym spaces are all set in a similar fashion, with similar spacing. Spaces are the same size with or without table rental. The space will be clearly marked. **PLEASE do not to infringe upon your neighbors and remain in your allotted space.**
4. **Electrical is limited** and is assigned on a first come first serve basis. If requesting electric, Please bring extra lighting in case overhead lighting is not sufficient. We are in a public school building and are in no way able to adjust the lighting. For all electric space requests: **Please bring extension cords, as your access to electric may not be directly behind you.**
5. Children are welcome to attend the craft show with you, we would ask that you consider the hours that you will be requiring your child to sit and behave. Please do not send children out into the show to distribute flyers or samples for your table.
6. No refunds will be given unless ample notice has been given AND a replacement crafter is found.
7. If no email address is provided, please make sure to send a self-addressed stamped envelope with the return of your signed contract and payment. This is necessary for you to receive your confirmation.
8. **SMOKING is NOT permitted ANYWHERE in the building or on school grounds.**