****

**32nd Brooklyn Kiwanis Annual Arts & Craft Show**

Brooklyn Kiwanis Club is a global organization of volunteers that helps one child and one community at a time. All proceeds from this show will go toward projects that the club does locally. We are hosting the 32nd Annual Arts & Craft Show on Saturday, October 29, 2022, from 9 am to 3 pm at the Columbia Upper Elementary School at 321 School St., Brooklyn, MI. Each booth space is $40.00, unless noted below.

The show will be juried and a photo of your finished product is required.

The show will be advertised throughout Southern Michigan & Northern Ohio by press releases and advertising through the area newspapers, television and radio stations, also advertised through vendor’s own calendar and 100 road side signs.

We hope you will join us in making our 32nd Kiwanis Club of Brooklyn Arts & Craft Show a success. We thank you for your support of this event.

SET UP Set up hours for vendors will be from 6:30 am to 9 am on Saturday, Oct 29th, 2022. Doors will open at 6:30 am – no earlier. Crafters can use the front entrance and the door to the gym to load and unload. These will be marked on the vendor map.

BOOTH SIZES Booth sizes are: 10’ wide x 10’ deep in the Gym for crafters only.

 Product consultants 18’ x 5’ in the North & Main Halls

PRODUCT is a person who sells Avon, Thirty 1, LuLu Roe, etc. There will be only 1 vendor of

 CONSULTANT any particular type product (1 Color Street, 1 Tupperware, etc.)

TABLES/CHAIRS ***Please bring your own tables & chairs as we will not have any available.* Tables in the gym MUST have some sort of protection on the feet so the gym floor will not be scratched**

ELECTRICITY $5.00 for electricity is available on walls in the gym & halls. No electricity in the center booths of the gym. Outlets are limited by request, first come, first serve. Please bring your own electrical cords.

PLACEMENT Brooklyn Kiwanians will be in attendance to assist you in locating your space during the designated set up time. A map will be sent with the confirmation letter.

PARKING Ample parking for vendors will be to the west of the Elementary School, at the corner of Broad Street and School Street or behind the cafeteria. ***Please leave room for the shoppers to park in front of the School! Once you have unloaded please move your car to Crafter Parking. Thanks!***

FOOD ITEMS Food items are welcome, i.e. homemade candies, or baked goods can be sold by vendors. A licensed vendor will have lunch & food items or you can get take out from our local restaurants.

RESTROOMS Restrooms are available in the school. Locations are on the booth map.

CONFIRMATION All reserved spaces will be confirmed by a letter will be sent prior to the show, stating your booth location and number, and where you should unload.

TRANSACTIONS All sales are negotiated between the buyer and seller. Brooklyn Kiwanis Club and Columbia Schools are not responsible for sale, conditions of sale, condition of merchandise or any warranty concerning items sold by vendors or transactions between buyer and seller. Collecting of sales tax, if required, is the responsibility of the vendor.

**VENDOR INFORMATION**

**VENDOR RESPONSIBILITY**: All vendors will be responsible for adhering to the following rules and regulations for the Show:

1. All items must be removed by 5 pm.
2. Vendors should not leave before the close of the show at 3 pm unless sold out.
3. Each vendor is responsible for the clean-up of his/her vendor space prior to departure. Please remove the tape on gym floor from your site as well.
4. Smoking is not allowed in the school building.
5. Burning candles, incense, or oil is not permitted.

**APPLICATION DEADLINE:** Please send your application and photos of product by October 19th, 2022. This way we can make sure all vendor received their confirmation in time. (after this date booth spaces are $45 if there are spaces.) There is no guarantee that you will get the spot you want if you wait until the deadline. **Booths will be assigned as the applications arrive.** If you want the same spot as last year get your application in as soon as possible. **No spaces will be held if you call inquiring if there are spaces available. First come, first serve**.

APPLICATIONS: Applications are to be returned to Brooklyn Kiwanis Craft Show, PO Box 364, Brooklyn, MI 49230. All application will be juried by committee.

QUESTIONS? Email**:** **BrooklynKiwanisMi@gmail.com** (Subject line: Craft Show)



**32nd Arts & Craft Show Application**

**October 29, 2022**

Please make checks payable to: Brooklyn Kiwanis Club

Mail check, photo and product information to: Brooklyn Kiwanis 32nd Arts & Craft Show, PO Box 364, Brooklyn, MI 49230

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

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify type of items you are selling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Flea market items are not permitted)

Please mark one (1) or more of the following:

Please reserve (#) \_\_\_\_\_ Booth space(s) at $40.00 per booth space

Please reserve \_\_\_\_\_ Electricity $5.00 (side walls only)

Total Enclosed $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ I am a Crafter \_\_ I have Antiques \_\_\_ I have Collectables \_\_\_ I am a Product Consultant

NO Refunds will be granted to Vendors

There will be a $35.00 fee for any returned checks

The Brooklyn Kiwanis Club and Columbia Schools are not responsible for accidents, injuries, theft or damages that may occur on October 29th, 2022 at the Arts and Craft Show.

**Please have your application turned in by October 19th, 2022**

**Entries after October 19th will be $45.00**

Vendor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_