

JAMES MADISON SPIRIT CLUB ARTS & CRAFTS SHOW



Gerri Gray
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San Antonio, TX 78247
(210) 508-3411

Dear Exhibitor:

The **JAMES MADISON SPIRIT CLUB** is proud to announce its **28th. ANNUAL ARTS & CRAFTS SHOW** to be held on **SATURDAY AND SUNDAY, NOVEMBER 14th and 15th, 2009, FROM 10:00 am UNTIL 5:00 pm** at James Madison High School, located at 5005 Stahl Road, San Antonio, Texas. The Spirit Club is an organization of parents dedicated to helping support and finance the cheerleaders, dance teams, pep squad and mascots of James Madison High School. Our fund-raising efforts help provide uniforms, equipment, competition fees, and funds for travel.

Our facilities are excellent with many booths indoors, as well as a few outdoors. Display areas will be locked at night and security will be provided. There is plenty of free parking for exhibitors and attendees, with easy access to the display areas. There will be a \$1 donation for admission for each attendee to cover cost of renting the facility, custodial services and kitchen supervision. We will advertise our show in the greater San Antonio area via the news media, fliers, posters, banners, and portable signs. Booth space is limited to approximately 100 exhibitors. We urge you to register as soon as possible.

The following promotional idea will be continued this year. If you can help us out with this, the return dividends should be well worth it.

We ask each exhibitor, on a voluntary basis, to donate door prizes to be given out each hour throughout the show. At a prominent location, these items will be displayed for customers to see as they enter the show. This encourages people to return on Sunday and/or stay longer at the show, and could encourage some extra buying.

Please read & complete the attached application as soon as possible.

HOPE TO HEAR FROM YOU SOON AND SEE YOU IN NOVEMBER!

Attachments

ENTRY RULES AND INFORMATION

(For the James Madison Spirit Club Arts & Crafts Show)

1] The entry fee will be \$115.00 per INDOOR booth space and \$90.00 per OUTDOOR booth space (double or triple booth space is available at the same fee per space.). Entry fee will be \$130.00 for indoor and \$105.00 for outdoor per booth space if paid after October 15, 2009 (double or triple booth space is available at the same fee per space.).

2] Registration is by mail only. Registered artists are expected to participate both days and remain open for business until show closing time (Tear down may begin on Sunday at 4:45 P.M.). Remember, as soon as customers see a dealer closing, they will stop buying. Future participation rights may be affected if this rule is not followed.

Past Participants: To reserve last year's space & this year's participation, DEADLINE FOR RESERVED REGISTRATION IS OCTOBER 13, 2009. Applications received after October 13th, will be accepted on a space available basis, based on date of receipt. FINAL DEADLINE FOR REGISTRATION IS OCTOBER 24th. All payments received by us after October 30th. MUST BE MADE IN CASH OR GUARANTEED BANK FUNDS (money order or cashier's check).

New Participants: Complete and return the application and release acknowledgment as soon as possible. The application will be accepted on a space available basis, based on date of receipt of application. Space available will be determined upon past participants applications received prior to October 13, 2009. Obviously, early applications will have excellent chance of participating. Official acceptance confirmation and booth assignments will be made starting October 20, 2009. Final deadline for registration is OCTOBER 24, 2009. We CANNOT accept personal checks as payment after October 30, 2009.

3] Cancellation: If, for any reason, you must cancel your registration, please notify the James Madison Spirit Club (the sponsor) by mail (See address and phone number below). Your entry fee will be returned if notification is received by us on or before October 24, 2009. If notification is received after this date, no refund will be made unless the sponsor is able to fill the canceled registration with another exhibitor. Late applications will be accepted on a space available basis, based on date of receipt of application with payment. REMEMBER: ALL PAYMENTS RECEIVED AFTER OCTOBER 30TH. MUST BE IN CASH OR GUARANTEED FUNDS (money order or cashier's check).

4] For the past 27 years, this show has predominantly been hand crafted items. Our expectation is that the show continues to be primarily hand crafted items. However, due to new trends toward direct marketing items we have added an area to accommodate these vendors. We trust that our vendors value this show and will continue to honor our tradition to uphold our standards. The sponsor reserves the right to remove any objectionable items which violate community standard of decency. All exhibitors must submit a photograph of their product(s). Photographs will not be returned.

5] Exhibitor spaces vary in size and shape depending upon location; however, most individual spaces are approximately 9'x9', 8'x10' or 10' x 10' (we do our best to obtain these booth sizes, but keep in mind it may not always be possible due to the layout of the school). Exhibitor's must furnish their own display materials and equipment, as well as cover and drape any tables ordered.

6] Each booth will be provided with two chairs, please mark on your application if you do or do not need these two chairs. **EXTRA TABLES WILL BE PROVIDED AT A FEE OF \$7.00 PER TABLE, IF REQUESTED ON YOUR APPLICATION.**

7] Electricity will be provided free of charge to the best of our ability, without any guarantee, **but only if you request so on your application.** However, **you must provide your own extension cords, 25 ft. 50 ft. or 100 ft.** We have lost all of the cords we have loaned out in the past; therefore, no cords will be provided by our club.

8] Unloading and setting up may start at 6:30 a.m. on Saturday, November 14, 2009. The premises are expected to be vacated by 6:30 P.M. on Sunday, November 15, 2009. A limited number of students will be available to help you unload Saturday morning and to load Sunday evening. You are expected to display your items within your own booth area. The number of your booth will correspond to the numbered badge you will receive with your acceptance/confirmation letter.

9] The show management assumes NO responsibility for the collection of Texas Sales Tax. Each exhibitor must possess a valid Texas Sales Tax License & is responsible to collect & report sales taxes.

10] An incomplete application may cause your booth assignment to be delayed, please be careful and read all rules and information provided.

11] Make checks payable to **Madison Spirit Club**, and include your check with your application. A signed Release Acknowledgment statement must also be included with your application. Applications will be considered incomplete until all requested items are received. Confirmation letters will be mailed around October 20th or within a few days upon receipt of application thereafter.

12] Preference for booth location will be determined by previous participation in our show, type of art/craft, and postmark on the application. Although it may not always be possible, we will make every effort to keep exhibitors with similar items separated in our show.

13] Send completed Application, Signed Release Acknowledgment, and fees: \$115.00 per indoor booth space and \$90.00 per outdoor booth space, if paid before October 15, 2009 and \$130.00 per indoor booth space and \$105.00 per outdoor booth space, if paid on or after October 16, 2009), and \$7.00 per each table requested to:

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RELEASE ACKNOWLEDGMENT

I hereby make this application to become an exhibitor in the 2009 James Madison Spirit Club Arts Crafts Show. I agree to abide by the rules and regulations as set forth in the Entry Rules and Information Sheet I have received, and other such rules and regulations as may be established.

I hereby release and forever discharge the Northeast Independent School District, James Madison High School, James Madison Spirit Club, their officers and employees from any responsibility, personal liability, loss, claims, or damage arising out of, or in connection with this show.

By signing below, applicant hereby certifies that he/she has read and understands the Release Acknowledgment and Entry Rules and Information Sheet. Applicant further certifies that all information provided by him/her is true and correct.

Exhibitor:

Print Name: _____

Signature

Date