



**The James Madison Spirit Club is proud to announce its
30th Annual Arts & Craft Show!**

When: November 12th & 13th, 2011

Time: 10:00 a.m. – 5:00 p.m.

Location: James Madison High School
5005 Stahl Road
San Antonio, Texas, 78247

Purpose: Our fund-raising efforts help support our spirit groups (cheerleaders, dance teams, pep squad, horsemen, and mascots) by providing funds for purchasing uniforms and equipment, and for covering competition fees and travel expenses.

Dear Exhibitor,

The **James Madison Spirit Club** cordially invites you to become a participant in our 30th Annual Arts & Crafts Show. We are looking for approximately 100 exhibitors to join us for this wonderful event!

Please read the **Entry Rules and Information** sheet for further details about our Arts & Crafts Show. If you are interested in becoming a participant, please fill out the **Application** and the **Release Acknowledgment** as soon as possible and return it to the address listed below.

I look forward to hearing from you soon. Please feel free to call me at 654-8684 if you have any questions.

Sincerely,

Michelle Ingrassia-Duarte
2nd Vice-President
Madison Spirit Club Board

5846 Spring Country Street
San Antonio, Texas 78247



James Madison Spirit Club Arts & Crafts Show
Entry Rules and Information



Entry Fee prior to October 1, 2011

- \$120.00 per indoor space (2 days)
- \$100.00 per outdoor space (2 days)
- Double or triple space available at the same fee per space

Entry Fee after October 1, 2011

- \$130.00 per indoor space (2 days)
- \$110.00 per outdoor space (2 days)
- Double or triple space available at the same fee per space.

Entry Fee for 1 day spaces (if available) after October 22, 2011

- \$65.00 per indoor space (1 day)
- \$55.00 per outdoor space (1 day)

Indoor/Outdoor Space

- Vary in size and shape depending upon location; due to layout of the school
- Most individual spaces are approximately 9'x9', 8'x10' or 10' x 10'.
- Participants must furnish their own display materials and equipment.
- 1 table and 2 chairs will be provided if needed. **If not, please indicate this on your application.**
- Extra tables are available if needed for \$8.00 per table. **Please indicate this on your application.**
- All tables must be covered and draped; creates a professional look and is more pleasing to the customer's eye.
- Electricity will be provided *free of charge to the best of our ability, without guarantee.* **Please request this on your application.**

**** You must provide your own extension cords, 25 ft. 50 ft. or 100 ft.****

Past Participants

- Applications **must be** received **in the mail**, *along with a check made out to Madison Spirit Club*, by **October 1, 2011 to reserve last year's indoor/outdoor space.**
- **After October 1, 2011**, applications *will be accepted on a space availability basis only, as determined by date of receipt.*
- Applications will be considered incomplete until **all** information (application, release acknowledgment, picture of your products, and payment) is received.
- **Please contact Michelle Duarte at 654-8684 if payments (cash, money order, cashier's check) need to be made after October 22, 2011. (Personal checks will not be accepted after this date.)**
- A **confirmation letter** will be sent acknowledging your participation.

****Any forms that are incomplete may cause your space assignment to be delayed****

New Participants

- Applications **must be** received **in the mail**, *along with a check made out to Madison Spirit Club*, as soon as possible; early applicants have a better chance of participating.

- Applications *will be accepted based on space availability, as determined by date of receipt.*
- **Space availability is determined upon past participants' applications received prior to October 1, 2011.**
- Applications will be considered incomplete until **all** information (application, release acknowledgment, picture of your products, and payment) is received.
- **Please contact Michelle Duarte at 654-8684 if payments (cash, money order, cashier's check) need to be made after October 22, 2011. (Personal checks will not be accepted after this date.)**
- A **confirmation letter** will be sent acknowledging your participation.

****Any forms that are incomplete may cause your space assignment to be delayed****

Participation Expectations

- Registered participants are expected to participate in the show both days, unless you applied for a 1 day space (if available) after October 22, 2011.
- Registered participants are expected to remain open for business until the show's closing time. (Remember, as soon as customers see a participant closing, the customer will stop buying.)
- Tear down may begin on Sunday at 4:45 p.m.

*****Future participation rights may be affected if these expectations are not followed*****

Cancellation

- Please notify Michelle Ingrassia-Duarte by mail.
- If notification is received **on or before** October 1, 2011, entrée fee will be refunded.
- **After** October 1, 2011, entrée fee will be refunded **only if** your cancelled registration can be replaced by another participant.

Late/One Day Applications

- **Will be accepted after October 22, 2011, based on space availability and date of receipt.**
- **Remember, all payments made after October 22, 2011, must be made with cash, money order, or cashier's check.**

General Information

- The premises are expected to be vacated by 6:30 P.M. on Sunday, November 13, 2011.
- Unloading and setting up may **start after 7:30 p.m. on Friday, November 11, 2011** (*Madison volunteers cannot get into the school to set up booth spaces until 4:30 p.m.*) and **7:30 a.m. on Saturday, November 12, 2011**; a limited number of students will be available to help you unload Saturday morning and to load Sunday. Please remember to display your items within your own indoor/outdoor space.
- Display areas will be locked at night and security will be provided.
- **Remember, indoor/outdoor space is determined by previous show participation, postmark of application, and product type.** *Although it may not always be possible, we will make every effort to keep exhibitors with similar items separated in our show.*

General Information (continued)

- In the past, our 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 will continue accommodating these vendors as well. 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.

- We ask each participant, on a voluntary basis, to **donate** door prizes to be given out each hour throughout the show.
- Admission will be a **\$1.00 donation** for each attendee. This donation will help cover the cost of renting the facility, usage of custodial service, and kitchen supervision.
- Parking is free for all.
- Event advertising is through news media, fliers, posters, banners, and portable signs.
- Show management assumes **NO** responsibility for Texas Sales Tax Collection. Each participant must possess a valid Texas Sales Tax License and is responsible to collect and report sales taxes.
- **All student/adult workers are strictly volunteers and this is a fundraiser for the James Madison Spirit club, a non-profit organization.**

Send completed forms, along with your payment, to:

**Michelle Ingrassia-Duarte
5846 Spring Country Street
San Antonio, Texas 78247
(210) 654-8684**



**JAMES MADISON SPIRIT CLUB ARTS & CRAFT SHOW
APPLICATION**



Please complete the following application so that you will be considered for inclusion in the **2010 James Madison Spirit Club Arts & Craft Show** to be held on **November 12th & 13th, 2011**. **Return** this completed form, picture of your products, along with a signed Release Acknowledgment to, **5846 Spring Country Street, 78247**. *Applications will be accepted on a first come, first served basis, as stated in the Entry Rules and Information document.*

****Submission of this application does not guarantee acceptance****

PLEASE PRINT:

Name: Mr. /Mrs. /Ms. _____



JAMES MADISON SPIRIT CLUB ARTS & CRAFT SHOW
RELEASE ACKNOWLEDGMENT



I hereby make this application to become an exhibitor in the 2010 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 or their officers, and employees from any responsibility, personal liability, loss, claims, or damage arising out of, or in connection with this show.

I also acknowledge that *all student and adult workers are strictly volunteers and that the James Madison Arts and Crafts show is a fundraiser for the James Madison Spirit Club, a non-profit organization.*

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.

Print Name: _____

Signature: _____

Date: _____