

Application/Contract

FOR COMMITTEE USE ONLY

PLEASE NOTE: Include a Business Size (4 1/8" x 9 1/2", or larger) Self-Addressed, Stamped Envelope (SASE) with your application, check, and 3 photos (no slides) of your craft. Applications processed without a SASE will be charged \$5.00.

Do Not Mark in This Space

Name _____ Email _____

Address _____ Phone 1 _____

City _____ State _____ ZIP _____ Phone 2 _____

10' x 12' Booth Space: _____ @ 240 each _____ Only crafts you list may be exhibited.

*Tables _____ @ \$36 each _____ Be specific and comprehensive.

*Tables with skirting _____ @ \$60 each _____

*Backdrops _____ @ \$4 per foot _____

*Chairs _____ @ \$3 each _____

*3-Day Parking Pass _____ \$30 _____

*Electricity - up to 30 amps** _____ \$75 _____

*Electricity - over 30 amps** _____ \$100 _____

Total _____ \$ _____

*These rates are set by the Von Braun Center and paid by NEACA on your behalf.

**Electricity not prepaid will double on the day of set-up.

I hereby agree to conform to all rules and regulations of the NEACA Craft Show and release NEACA and the Von Braun Center from any responsibility whatsoever for damage or loss to any part or all of my exhibit. I understand that I am subject to a \$25 handling fee if I cancel my participation. I understand that I may expect NO refund on a cancellation made within 30 days of the show to which I've been accepted.

Display Height _____
Exhibitors planning to offer food items for sale, must submit copies of their business license & health department inspection with their application.

Important

Mark the boxes to your left according to your desires. The committee will endeavor to fulfill your wishes. Add all figures and enclose your check with your application.

Your notification of acceptance or non-acceptance will be mailed by June 15, 2022.

Length and height of transport vehicle, including trailer

Signature and Date

2022 NEACA Annual Fall Craft Show

Friday thru Sunday • September 16-18, 2022

Von Braun Center South Hall • Huntsville, Alabama

Show Committee

Reneé Doss, Chairwoman - 205-799-6379

Kathy Willerton, Assistant Chairwoman - 256-714-6519

Sigrid Burke, 256-650-5201 • Annie Hannah, 256-880-7987

Mail Completed Application To:

NEACA Fall Show

Attention: Reneé Doss

110 Rockingham Circle

Madison, Alabama 35756

Entry Deadline: May 31, 2022

Set Up: Thursday, September 15, 2022

Show Rules:

- Vendors must register with the Show Chairwoman before setting up. The chairwoman's tables are at the front center of the exhibit hall, and are marked with a sign.
- NEACA's shows are juried.
- No SALE signs or MARKED DOWN tags are permitted.
- All crafts exhibited should be handcrafted by the vendor, in good taste, and ready for safe use by the purchaser.
- The selling of commercially manufactured parts and products is prohibited, unless they are craft accessories.
- Vendors planning to offer food items for sale, must submit copies of their business license and health department inspection with their application.
- Vendors must be present for the duration of the show.
- Vendors must furnish their own displays. The VBC will have tables, chairs, etc. for rent to vendors who request them.
- Electricity and phone hook-ups are available. The cost of these resources doubles if requested on the day of set up. Vendors must furnish their own electrical cords.
- Tables must be draped to the floor on all sides. Backdrops and displays shall not exceed a height of 8 feet, and must be finished front and back.
- Each vendor will stay within his allotted space(s), with provision for entrance and exit. This applies to overhanging exhibits, as well.
- When using stains, paints, etc., a protective covering must be placed on the floor, under and around work. No paint or other substance may be sprayed during show.
- Parking passes are available only if prepaid with application. Three day parking passes are now \$30.

- All exhibits must be in place by 8 a.m. on the opening day of the show. Each day, vendors will have booths uncovered and ready for business 30 minutes before opening.
- Unprofessional conduct and/or failure to comply with show rules are just cause for removal from the show.
- Vendors: Children are not allowed.
- **It is the vendor's personal responsibility to collect and remit all sales taxes to the appropriate taxing authorities. Vendors who fail to pay taxes on time will be banned from future shows.**

General Information:

- **Since booth space is limited, applicants cannot be assured of booth space in any particular show. The Show Committee is committed to providing variety and balance in its events.**
- Vendors requesting adjoining spaces are required to mail individual applications together.
- Applications must be complete. No hand carried or phone applications are accepted. Applications must be mailed. A check, 3 photos of the craft(s) and a business size Self-Addressed, Stamped Envelope (SASE) must accompany each application. Applications processed without a SASE will be charged \$5.
- Checks that accompany applications will be cashed after the Show Committee meets to select vendors. The checks of applicants not selected will be returned.
- **Applications received after the deadline will not be processed.**
- NEACA prohibits the use of alcoholic beverages on their premises.
- Exhibits in various craft categories are limited to maintain a balance in the show.
- Security is on duty each night and the exhibit hall is locked.
- A VBC concession stand is open during show hours to serve the general public and vendors.
- Checks returned for insufficient funds are just cause for removal from the show. A \$30 handling fee will be charged for checks with insufficient funds.
- **Vendors who cancel more than 30 days before the show will be charged a \$25 cancellation fee. Vendors who cancel within 30 days of the show will forfeit the entry fee.**
- Vendors may secure a daily wi-fi connection by visiting the Von Braun Center website. NEACA is not responsible for this service.
- **Unlicensed copyright material is not authorized to be sold at the show. Non-compliance will result in not being accepted into future shows.**