

SPRING INTO WINGS 2012
APPLICATION & RULES
EAGLE TAKE FLIGHT - BEVERLY ISAAC, PROMOTER
P.O. Box 516, Parchment, MI 49004-0516
www.EagleTakeFlight.com

- SHOW PLACE:** Wings Stadium, 3600 VanRick Dr., Kalamazoo, MI 49001
Wings Office phone number show weekend only: 269-345-1125 ext. 297
- DATES:** SATURDAY - March 31st, 2012 & SUNDAY – April 1, 2012
- SHOW HOURS:** SATURDAY - 8:00am – 4:00pm & SUNDAY - 10:00am – 4:00pm
ARTIST HOURS: SATURDAY 6:00am – 8:00am & SUNDAY, 8:00am – 10:00am - Lobby entrance with **Blue Confirmation ONLY**.
- CONTACT:** **Beverly O. Isaac** HOME OFFICE: Ph/Fax: 269-349-1185 E-mail: craftshows@charter.net **Show weekend: 269-345-1125 ext. 297**
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- DEADLINE:** March 1, 2012 or when show is full. Priority is given to earliest postmark date by category and availability. **\$20.00 late fee** after March 1, 2012 per space and **NO MAILING** after March 15, 2012, please call to make arrangements.
- SOFT JURY:** Vendors who have not been juried must send:
 A one time \$20.00 JURY FEE using a separate check which is Non-Refundable.
 3 pictures of your art or craft work, 2 of exhibit, 2 of your work/studio area. (Website/e-mail accepted)
 A Self Addressed Stamped Envelope for return of all pictures and your CONFIRMATION.
- CONFIRMATION:** Will be sent within 30 days of payment receipt. Confirmation will be needed for FRIDAY SET UP and early entry on Saturday & Sunday. A \$10 administration fee will be charged for replacements if requested 30 days before show start date.
- FOOD LICENSE:** Vendors selling food must be licensed. Enclose a copy of your **food license** when submitting an application. Please wear gloves and you must keep food needing refrigeration on ice. Vendors selling dog/cat treats must submit a copy of your **agriculture license** with your application.
- NSF CHECKS:** A \$30 fee will be charged for checks with insufficient funds. This fee must be paid by money order within 10 days along with any other monies due in order to receive confirmation for a space in the show.
- REFUNDS:** Before 9/30/11 a 50% handling fee charged on full booth price. **No refunds after 9/30/11.**
- SECURITY:** Security will be provided for exhibitors from set-up to tear down. **You must have your own insurance.** Neither Eagle Take Flight nor Wings Stadium will be held responsible for unattended displays or stored items. You must have your own insurance.
- CHECK-IN:** A "Check In Envelope" **will be brought to your space** when you arrive **ON Friday 3/30/12 before 7:00pm** nothing else needs to be done. This envelope secures your space and contains applications for the next three shows. **NO SATURDAY SET UPS.**
- APPLICATIONS:** Completed applications will be collected by "Eagle Take Flight" staff beginning on Sunday afternoon at 12:00pm the weekend of the show. Please use the envelope you received them in and include check or money order (no cash). You may also bring completed applications to our temporary office located on the Concourse near section 1, sign on wall next to door, see your map
- UNLOADING/
LOADING:** Arena vendor's line up at the Northwest area of the parking lot near the **"CUBE BUILDING"** which is next to **the I-94 fence line** Concourse/Lobby vendors obtain parking in the Wings Stadium lot according to location of your space. No parking in fire lanes! Vendors are only allowed to use Wings Stadium parking lot while loading/unloading on Friday & Sunday night.
- SET UP:** **FRIDAY, March 30th 1:00pm - 7:00pm. UNCLAIMED SPACES WILL BE SOLD AT 7:00pm** in Section 30 of Wings arena seating area. Unclaimed spaces will be assigned according to application postmark date, medium and space requirement. Doors locked at **9:00pm** for security reasons. **Everyone must be out by 9:00pm.** No entrance after 9:00pm. **Please call Wings Stadium** before **7:00pm** if accident, flat tire or emergency arises on the day of show to stay in good standing. See phone number above.
- VENDOR** **ALL** exhibitors must park in the **Artist Parking Lot located across the street from Wings Stadium** on VanRick Dr. which is marked. During Bad weather **PARKING IS PERMITTED** using the very end of the South Lot, furthest from **WINGS STADIUM**. The outer edges will accommodate large trailers and mobile homes. **Wings Stadium parking lot is for the use of your customers.**
- RULES:** All vendors must obey rules and regulations set forth by Wings Stadium some of which are; **no smoking, no open flames, no pets.**
NO SATURDAY SET UP'S THE HEAT IS TURNED ON OVER NIGHT, TO KEEP YOU WARM DURING THE WEEK END.
DO NOT PROP OPEN DOORS DURING THE DAY TO SMOKE EITHER, WE ALSO LOOSE HEAT THAT WAY.
PLEASE READ BOTH SIDES BEFORE SIGNING

**SPRING INTO WINGS 2012 APPLICATION
CHECKS OR MONEY ORDER'S MADE OUT TO "EAGLE TAKE FLIGHT"**

USING BLUE OR BLACK INK:

PLEASE CHECK IF YOU HAVE A NEW: PH ___ ADDR ___ VENDOR ___ HANDICAPP ___ TITLE/COMPANYNAME: _____

PRINT ONE RESPONSIBLE PARTY'S NAME PER APPLICATION: _____

Separate applications & checks for those sharing a booth together. Requests to be "NEXT TO EACH OTHER" must be in the same envelope also. **You may not sell your space if you need to cancel; contact Bev at her home office number and discuss any arrangements to be made. Thank you!**

ADDRESS: _____ DAY PH: (_____) _____

CITY: _____ NIGHT PH: (_____) _____

STATE: _____ ZIP: _____ FAX: (_____) _____

E-MAIL: _____ CELL: (_____) _____

DESCRIBE YOUR HOME MADE ART/CRAFT WORK EVEN IF YOU HAVE BEEN IN BEFORE: _____

ALL resale/retail items found will be removed or Security will assist you in leaving the show quietly even during show hours. WITH NO REFUND

VENDORS SELLING ANY TYPE OF FOOD ITEM MUST SUBMIT AN UPDATED COPY OF FOOD LICENSE WITH APPLICATION. PET FOODS MUST SUBMIT UPDATED COPY OF AGRICULTURE LICENSE. It's your responsibility to report all sales tax to YOUR STATE and/or to the STATE of Michigan.

Your sales tax # _____ Vehicle Type & SIZE: _____

Note below your space preference # if known, or 1st, 2nd, 3rd choice. If choice made is not available you will be called first and then put on a waiting/cancellation list for 2012 and a mailing list for 2013. **Write "CALL" in any space below if you are not sure. Tables, chairs or dividers are NOT provided; you are just renting the space.** Please call or email us if you have questions, we are here to work with you.

ARENA (with elec. & outer wall) 10 X 10 \$150.00 _____ MIDDLE OF ARENA (no electric) 10 X 14 \$150.00 _____

UPPER LEVEL CONCESSION AREA 12 X 12 \$180.00 _____ UPPER LEVEL CONCOURSE (two ends) 20 X 6 \$150.00 _____

WINGS ENTRANCE TO SHOW LOBBY 12 X 12 \$180.00 _____ SHARING A CONCOURSE WITH FRIEND 10 X 6 \$90.00 each _____

FRIENDS APPLICATION MUST BE INCLUDED TO SHARE A CONCOURSE SPACE. OR YOU'RE WELCOME TO CALL AND SEE IF I HAVE ONE.

Electricity is an additional \$5.00 per space and some spaces only have one plug in, so bring a strip if necessary. COST OF ELEC. \$ _____.

You need a confirmation slip to check in on Friday and early arrival before each show hour's all week end. Circle Need: 1 2 3

NOTE: Submit a separate check/money order and S.A.S.E. with each application and then **MAIL TO:**

Eagle Take Flight P.O. Box 516 Parchment, MI 49004-0516

MONEY ORDERS ONLY AFTER MARCH 1, 2012 AND AN ADDITIONAL LATE FEE OF \$20.00 SEE DEADLINE ON FRONT OF APPLICATION.

NO DOORS MAY BE PROPED OPEN FOR SMOKING DURING SHOW HOURS, IF CAUGHT DOING SO YOU WILL LEAVE WITH NO REFUND.

I have read both sides and understand all rules and regulations of this application and do agree to abide by them & by WINGS STADIUMS rules also.

I have my own insurance and waive all rights and any claims against "Eagle Take Flight" or Wings Stadium by signing below.

Wings Security has the right to ask me to leave if I misrepresented myself in any way or cause a disruption and or break any rule.

Signature of responsible party's name that is printed above is required below to be considered. - Thank you, Beverly Isaac, Promoter

Signature of printed name above: _____ DATE: _____

FOR OFFICE USE ONLY

AREA _____ BOOTH# _____ BOOTH SIZE _____ ELEC _____

BOOTH PRICE _____ AMT PAID _____ CHECK/MO DATE _____ CHECK/MO # _____

JURY CHECK # _____ DATE _____ NSF _____ DATE _____ 2nd CHECK/MO DATE _____ CHECK/MO # _____

POST-MARKED _____ DATE RCVD _____ DATE DONE _____ TURNED IN AT SHOW NEEDS COPY SENT BACK _____

REFUNDCK# _____ DATE _____ AMOUNT\$ _____ REASON I CONTACTED U & SPOKE TO: _____

1stPHONCALL _____ SECONDCALL _____ LETTERSENT _____ RESPONDED _____

www.EagleTakeFlight.com www.Craftlister.com www.MichiganCraftShows.com beverly@eagletakeflight.com Revised 7/6/11 BI