

# 2017 COAST GUARD CRAFT FAIR

Non-Profit Information & Application

Friday & Saturday, August 4 & 5

Join us for one of the most popular craft fairs in Michigan, held during one of the state's biggest festivals—The Grand Haven Coast Guard Festival. Quality exhibits, high attendance along with the Coast Guard parade and fireworks all mean you will have a successful event, and a great time while you're here!

## LOCATION:

Central Park, Grand Haven, Michigan



## SHOW HOURS:

Friday, August 4 | 9am—5pm

Saturday, August 5 | 9am—5pm

Regardless of weather. All exhibits must be setup by 8:45am and remain open the entire length of the show.

## NON-PROFIT ENTRY FEE:

**\$90** Small Booth

(Approximately 12' W x 8' D)

*Discounted Price for Non-Profits*

10' x 10' tents are NOT allowed in a Small Booth.

**\$180** Regular Booth

(Approximately 12' W x 12' D)

## OTHER FEES:

**\$25** charge for returned (NSF) checks | Limited number of booths with electricity available for additional **\$30**.

## OVERNIGHT SECURITY:

A security guard will be on-site Thursday and Friday nights from 7pm until 6am. However, it is not recommended you leave valuable property in your booth overnight. Exhibitors are responsible for the loss or damage to any property left in the park.

## RULES:

Non-profits are allowed to take donations, promote events, host raffles (with proper licensing), solicit volunteers and hand-out materials.

Non-profits are prohibited from the selling of any merchandise or materials unless the work qualifies as a craft and is approved by the committee.

Non-profits selling a craft are subject to a \$90 or \$230 space fee.

Any materials distributed or raffled in conflict with existing show exhibitors are prohibited (i.e. water & t-shirts).

The Jury has the right to assign space to local non-profits as will best fit in the show.

Exhibitors not set up by opening time may lose their space.

Canopy, tables and chairs are not provided.

Booths are not transferable and may not be shared with other exhibitors.

**No stakes** are permitted in the park.

Coast Guard Craft Fair Coordinators reserve the right to remove any vendor from their space for not following the rules, regulations, terms and conditions set forth in this document and the acceptance packet.

## REGISTRATION/SET-UP:

Registration and set-up will be open on Thursday, August 3 from 3-7pm and will reopen on Friday, August 4 from 6:30-9am. Vendors must first check-in and register before they begin to unload.

Vendors are asked to set up 2-3 feet off the sidewalk to allow for more room for customers.

## EXHIBITOR PARKING:

Reserved parking is available for crafters on Saturday, August 5 only. Additional information about parking will be sent with acceptance packet.

## INFORMATION:

The Coast Guard Craft Fair is coordinated by The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg. Contact Mary at **616.842.4910** or [msherman@grandhavenchamber.org](mailto:msherman@grandhavenchamber.org).

# 2017 COAST GUARD CRAFT FAIR NON-PROFIT APPLICATION

<b>Contact Name:</b> _____ <b>Business Name:</b> _____ <b>Mailing Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone/Cell:</b> _____ <b>MI Sales Tax #:</b> _____ <b>E-Mail:</b> _____ <b>Website:</b> _____	For Internal Use Only: <table border="1"> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2"> </td> </tr> </table>				

**Requested Booth Size:**    *Small \$90*    *Regular \$180*

**Electricity:**    *No*        *Yes (\$30)*        *If yes, what will be plugged in?* \_\_\_\_\_

**Most recent year you participated in Coast Guard Craft Fair:** \_\_\_\_\_ **or**    *1st Time*

**Special Requests:** *(Will be granted if possible)* \_\_\_\_\_

**Please describe your organization:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Why is it important for your non-profit to be at the Craft Fair?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List of items that you will have at your booth space:** \_\_\_\_\_

\_\_\_\_\_

**List of items that you will be selling:** \_\_\_\_\_

\_\_\_\_\_

**Are these items handmade?:** \_\_\_\_\_

<b>Total Payment Due:</b> (circle & tally)		
Booth Fee	\$90	\$180
Electricity	\$30	
<b>Total Included:</b>	\$	_____
Make check(s) payable to: <b>Coast Guard Craft Fair</b>		

**All Non-profits must submit a copy of their IRS Determination Letter with this application.**

Send application to:  
**2017 Coast Guard Craft Fair**  
**1 South Harbor Drive**  
**Grand Haven, MI 49417**

Visa/MC #: \_\_\_\_\_ Expiration M/Y: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

I hereby release and forever discharge Coast Guard Craft Fair, The Chamber of Commerce, and all other participating organizations from any responsibility, personal liability, loss or damage in connection with this show. An application is a commitment to the show. I have read, understand and agree to abide by all Coast Guard Craft Fair rules, regulations, terms and conditions. Coast Guard Craft Fair reserves the right to make final interpretations of the rules. I permit the Craft Fair to use submitted photos of my work for marketing purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application must be completely filled out or it will NOT be processed.**