
General Information Sheet for Vendors – 2018

Date: Saturday, November 24, 2018

Show Hours: 9:00 am – 4:00 pm

Show Location: Troy High School, 4777 Northfield Parkway in Troy, Michigan 48098

Application Procedure: Since we limit categories to provide variety to our customers, applications and checks should be submitted as soon as possible to reserve a space in the show. Please refer to the 2018 Jury sheet for information on Jury requirements. Upon acceptance, there will be *no refunds*. Vendors are notified of acceptance to the show via email.

Product Information: Only handcrafted items made by you, your family, or your business will be accepted. *No commercially manufactured items are allowed.* All products must be listed on the application. We reserve the right to refuse to allow the sale of any product not listed on the application, or not handcrafted as stated above.

Booth: A single booth is 10 feet wide by 8 feet deep. You will be provided with a space and one chair. Booth space boundaries will be clearly marked. Please keep all items and displays within the space.

Electricity: Electrical access is limited. When electricity is requested, purchased and approved, one outlet (*for one plug*) is provided. Vendors must adhere to electric requirements in order to comply with safety standards.

Tables: 8' tables are available for rental either by reservation or the day of the show (limited). Please indicate the request on the application.

Storage: A storage area will be available for rental either by reservation or the day of the show. Please indicate the request on the application.

Set up Information: It is a long distance from drop off to your booth space. While we do have student helpers available, it is **STRONGLY** recommended that vendors bring their own rolling carts to transport their items. We offer setup on Friday (November 23rd) 7:00 pm – 9:00 pm and Saturday (November 24th) 6:00 am – 8:45 am.

Sales and Customer Flow: TWA makes no guarantees as to revenue or sales for the day. Booth refunds will not be given based on booth location or sales.

Social Media: You can find us at: www.facebook.com/TroyWomensAssociation, twitter.com/elfshelftroy, [instagram.com/elf_shelf_troy](https://www.instagram.com/elf_shelf_troy)

Questions: Please contact Nancie Munselle at 248.875.7057 or Carol Hartson at 586.764.4616