

General Information Sheet for Crafters – 2024

Date: Saturday, November 30, 2024	Show Hours: 9:00 am - 4:00 pm
Show Location: Troy High School, 4777 Northfield Parkway in Troy, Michigan 48099	

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. Applicants must provide a completed application, jury sheet, and application fee to be considered for the show. Vendors are notified of acceptance to the show via email. Upon acceptance, there will be **no refunds**.

Product Information: Only handcrafted items made by you, your family, or your business will be accepted. **No commercially manufactured items are allowed.** Vendors are limited to 3 media in one booth. All products must be listed on the jury sheet. Offensive, indecent, or vulgar items are not permitted and will be removed upon request. **We reserve the right to refuse to allow the sale of any product not listed on the jury sheet, 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 purchased and approved, one **plug, (NOT outlet)** is provided. Vendors must adhere to electric requirements in order to comply with safety standards. Extension cords must be 3-prong grounded.

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 on the day of the show. Please indicate the request on the application.

Set up Information: **It is a long distance from the parking lot 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.** The vendor retains sole responsibility for their product while at the show, even during loading and unloading. We offer setup on Friday (November 29th) 7:00 pm - 9:00 pm and Saturday (November 30th) 6:00 am - 8:45 am. After unloading, vehicles must be moved from the loading area. On the day of the show, vendors are expected to remain set up until 3:30 pm and to be cleared of the building by 5:45 pm.

Sales and Customer Flow: TWA makes no guarantees as to revenue or sales for the day. We do limit the number of crafters in a category and also space our crafters during the layout process. However, there WILL be other booths selling the same merchandise. 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 Kim Kane at 248.875.8793 or Sherry Cormier-Kuhn at 248.227.2482