



Carman-Ainsworth High School

10am-4pm

Saturday, November 22nd, 2014



Vendor Information

Thank you for being a part of the Inaugural "Santa's Sleigh Craft Show".
Below is vendor information for the show.

• **Location** –Carman-Ainsworth High School is located at 1300 N Linden Rd, Flint Township, MI 48532. This event is entirely indoors and will occur rain, snow, or shine. Admission is \$3, Parking is FREE!

• **Set-Up Time/Check-In Time** - Friday, Nov 21st from 5pm-7pm and/or Saturday, Nov 22nd 7:30am-9:30am. The event runs from 10a-4pm on Saturday, and attendees will be admitted promptly at 10am. **ALL booths must be ready and set to go no later than 9:45am Saturday or your space could be forfeited.** When you arrive follow signs for the load-in/load-out doors. At check-in time, each crafter and home-based independent consultant booth will receive 2 vendor passes. Business sponsors and retail booths will receive 4 vendor passes. These vendor passes are for staff members who are working your booth.

• **Booth** - Each booth area is 10' wide x 6' deep, and includes one 8' table and two chairs. Feel free to add your own tables or rent one at check-in for a cost of \$10 each (while supplies last). **ALL** contents of your booth **MUST** remain inside your space, and not impede on aisle ways. Each space will be measured and marked on the floor for everyone's convenience.

• Samples and giveaways are always a huge hit with attendees! Vendors must limit your booth to your specialty. For example, if you are a crafter, you cannot display any independent home-based business items or handouts i.e. Avon, Thirty-One, Scentsy, etc. Independent consultants have an exclusivity option, and displaying items outside your specialty could impede on another vendor's purchase. Booths will be checked for compliance.

• **Power** - Available upon advance request by sending an email to Kylie Gates kylie.gates@townsquaremedia.com by Nov 10th. All vendors requesting power must bring their own extension cords.

• **Promotion** – It is our goal to give this event the most on-air and online exposure possible, so that you can benefit from the attendees. We ask that you also promote it on your website(s), Facebook, and other social media sites. Feel free to link to the events page at wcrz.com for additional details. If you would like flyers to distribute please let us know and we will get you some.

Thanks again for being a part of the "Santa's Sleigh Craft Show" we look forward to a great event!!
Feel free to contact your Townsquare media representative with any questions you may have. In addition, our Live Events Manager, Kylie Gates will be on-site for the duration of the event, and she can be reached at (810) 701-5520 or at kylie.gates@townsquaremedia.com.