

Application/Contract

FOR COMMITTEE USE ONLY

Do Not Mark in This Space

PLEASE NOTE: Include a Business Size (4 1/8" x 9 1/2", or larger) Self-Addressed, Stamped Envelope (SASE) with your application, check, and 3 photos (no slides) of your craft. Applications processed without a SASE will be charged \$5.00.

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Phone 1 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone 2 \_\_\_\_\_  
 10' x 12' Booth Space: \_\_\_\_\_ @ 240 each \_\_\_\_\_   
 \*Tables \_\_\_\_\_ @ \$36 each \_\_\_\_\_   
 \*Tables with skirting \_\_\_\_\_ @ \$60 each \_\_\_\_\_   
 \*Backdrops \_\_\_\_\_ @ \$4 per foot \_\_\_\_\_   
 \*Chairs \_\_\_\_\_ @ \$3 each \_\_\_\_\_   
 \*3-Day Parking Pass \_\_\_\_\_ \$30 \_\_\_\_\_   
 \*Electricity - up to 30 amps\*\* \_\_\_\_\_ \$50 \_\_\_\_\_   
 \*Electricity - over 30 amps\*\* \_\_\_\_\_ \$100 \_\_\_\_\_   
 \*Phone Hook-up \_\_\_\_\_ \$100 \_\_\_\_\_   
 Total \_\_\_\_\_ \$ \_\_\_\_\_

Only crafts you list may be exhibited.  
 Be specific and comprehensive.



Important

Mark the boxes to your left according to your desires. The committee will endeavor to fulfill your wishes. Add all figures and enclose your check with your application.

Your notification of acceptance or non-acceptance will be mailed by September 15, 2019.

Length and height of transport vehicle, including trailer

\*These rates are set by the Von Braun Center and paid by NEACA on your behalf.  
 \*\*Electricity not prepaid will double on the day of set-up.

I hereby agree to conform to all rules and regulations of the NEACA Craft Show and release NEACA and the Von Braun Center from any responsibility whatsoever for damage or loss to any part or all of my exhibit. I understand that I am subject to a \$25 handling fee if I cancel my participation. I understand that I may expect NO refund on a cancellation made within 30 days of the show to which I've been accepted.

Display Height \_\_\_\_\_  
 Exhibitors planning to offer food items for sale, must submit copies of their business license & health department inspection with their application.

Signature and Date

**2019 NEACA Annual Christmas Craft Show**

Friday thru Sunday • December 6-8, 2019

Von Braun Center South Hall • Huntsville, Alabama

Show Committee

Reneé Doss, Chairman - 205-799-6379

Kathy Willerton, Assistant. Chairman - 256-714-6519

Sigrid Burke, 256-650-5201 • Ann Cochran, 256-539-9055

Annie Hannah, 256-880-7987

Mail Completed Application To:

NEACA Christmas Show

Attention: Reneé Doss

110 Rockingham Circle

Madison, Alabama 35756

Entry Deadline: August 31, 2019

Set Up: Thursday, December 5, 2019

Show Rules:

- Vendors must register with the Show Chairman before setting up. The chairman's tables are at the front center of the exhibit hall, and are marked with a sign.
- NEACA's shows are juried.
- No SALE signs or MARKED DOWN tags are permitted.
- All crafts exhibited should be handcrafted by the vendor, in good taste, and ready for safe use by the purchaser.
- The selling of commercially manufactured parts and products is prohibited, unless they are an accessory to the craft.
- Vendors planning to offer food items for sale, must submit copies of their business license and health department inspection with their application.
- Vendors must be present for the duration of the show.
- Vendors must furnish their own displays. The VBC will have tables, chairs, etc. for rent to those vendors who request them.
- Electricity and phone hook-ups are available. The cost of these resources doubles if requested on the day of set up. Vendors must furnish their own electrical cords.
- Tables must be draped to the floor on all sides. Backdrops and displays shall not exceed a height of 8 feet, and must be finished front and back.
- Each vendor will stay within his allotted space(s), with provision for entrance and exit. This applies to overhanging exhibits, as well.
- When using stains, paints, etc., a protective covering

must be placed on the floor, under and around work. No paint or other substance may be sprayed during show.

- All exhibits must be in place by 8 a.m. on the opening day of the show. Each day, vendors will have booths uncovered and ready for business 30 minutes before opening.
- Unprofessional conduct and/or failure to comply with show rules are just cause for removal from the show.
- Vendors: Children are not allowed.
- **It is the vendor's personal responsibility to collect and remit all sales taxes to the appropriate taxing authorities. Vendors who fail to pay taxes on time will be banned from future shows.**

General Information:

- There is NO admission charge to the general public.
- **Since booth space is limited, applicants cannot be assured of booth space in any particular show. The Show Committee is committed to providing variety and balance in its events.**
- Vendors requesting adjoining spaces are required to mail individual applications together.
- Applications must be complete. No hand carried or phone applications are accepted. Applications must be mailed. A check, 3 photos of the craft(s) and a business size Self-Addressed, Stamped Envelope (SASE) must accompany each application. Applications processed without a SASE will be charged \$5.
- Checks that accompany applications will be cashed after the Show Committee meets to select vendors. The checks of applicants not selected will be returned.
- **Applications received after the deadline will be returned.**
- NEACA prohibits the use of alcoholic beverages on their premises.
- Exhibits in various craft categories are limited to maintain a balance in the show.
- Parking passes are available only if prepaid with application. Three day parking passes are now \$30.
- Security is on duty each night and the exhibit hall is locked.
- A VBC concession stand is open during show hours to serve the general public and vendors.
- Checks returned for insufficient funds are just cause for removal from the show. A \$30 handling fee will be charged for checks with insufficient funds.
- Vendors will be charged a \$25 cancellation fee for all cancellations. Vendors may expect NO refunds on cancellations made within 30 days of the show.
- Vendors may secure a daily wi-fi connection for \$19.95 per day by visiting the Von Braun Center website.