

# The Mustang Association

Official Alumni Association • Portage Central High School • 8135 S. Westnedge • Portage, MI 49002

---

## 2017 Holiday Arts and Crafts Show

### Show Information:

Date: Saturday, November 4, 2017  
Time: 9 a.m. to 3 p.m.  
Where: Portage Central High School  
8135 S. Westnedge Ave  
Portage, MI 49002

### Space Sizes and Options:

Booth (10'x10') @ \$45  
Booth (Aprx. 7' x 14') @ \$45  
Tables @ \$12 per table  
Electricity @ \$10 per booth  
Chairs @ \$3 per chair

### Spaces:

- ***You will be given your booth assignment in advance. Please know that every effort is made to honor your requests, but booth availability is based on when your application is received, if you need electricity, and an attempt not to put like products next to each other.***
- Please keep all of your items, displays, tables, etc. within your marked space only.
- School policy prohibits the use of the walls for hanging, taping, or display.
- **Please note:** Some spaces may be bordered by uneven walls.

### Set-up/Take-down:

- Set-up will start no sooner than 7 a.m. on the morning of the show.
- All displays should be set up by 9 a.m. on the morning of the show.
- Do not tear down your display before 3 p.m. on the day of the show.
- All displays should be cleaned up and removed by 4 p.m. on the day of the show.

### Food:

- Concession **area will be open** during the event.
- Vendors will be provided with concession coupons to use during this event.

### Advertising:

- This show will be extensively promoted through our parent newsletter, community newsletters, and traditional and social media including Craigslist, and the school website.

### Vendors: *Portage Central High School is a smoke, tobacco and vaporizer free environment*

- Vendors accept full responsibility for any loss, injury, and damage to persons or property that may be sustained while on our premises. Portage Central High School and the Mustang Association assume no responsibility for any property loss, damage or injury to persons or property that may be sustained while on our premises.
- Submitting state sales tax paperwork is the responsibility of the vendor.
- If you plan to sell food items, this must first be approved by the show organizers.
- There will be limited space available for home-based party plans and only one vendor from each company will be allowed. Hand-crafted items are preferred. No resale items will be permitted.
- Portage Central High School and the Mustang Association reserve the right to deny vendors whose items are not appropriate for a school function (i.e.: Weapons, weapon look-a-likes, items that promote drugs, alcohol, or tobacco, etc.) or for this show (i.e.: service and/or home improvement providers, etc.).
- *If you wish to use any of the Portage Central trademarked logos on your product in any way, please notify us so that you can be given permission to do so.*

*Inviting those who have made Portage Central High School what it has become TODAY  
to continue to play an active role in what it will be TOMORROW.*



# The Mustang Association

Official Alumni Association • Portage Central High School • 8135 S. Westnedge • Portage, MI 49002

## 2017 Holiday Arts & Crafts Show

*Application for Vendors*

Vendor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of your crafts: *(Please be as specific as possible)*

Booths: **\*Minimum one booth required\***

\_\_\_\_\_ 10' x 10' booth space @ \$45 = \_\_\_\_\_

\_\_\_\_\_ 7' x 14' booth space @ \$45 = \_\_\_\_\_ *\*Limited availability. First come, first served.*

Extras:

\_\_\_\_\_ 8' tables @ \$12 per table = \_\_\_\_\_

\_\_\_\_\_ Folding chairs for your booth @ \$3 per chair = \_\_\_\_\_

\_\_\_\_\_ Electricity @ \$10 per booth = \_\_\_\_\_ *\*Limited availability. First come, first served. \*Extension cords will not be provided.*

Total = \_\_\_\_\_ Please include payment with this application.

**To apply, please send the following:**

- Completed vendor application
- Pictures of product are appreciated. May be required before confirmation.
- Check for full amount made payable to *The Mustang Association*
- Email address is required for confirmation (**no refunds after confirmation**).

**Mailing Address:**

Portage Central High School  
Attn: The Mustang Association  
8135 S. Westnedge Ave.  
Portage, MI 49002

**Questions?**

Call or email Nikki  
Smith at 269-323-5265  
or  
nsmith@portageps.org

**I have read and understand the enclosed guidelines:**

**Signature**

**Date**

*Inviting those who have made Portage Central High School what it has become TODAY  
to continue to play an active role in what it will be TOMORROW.*

