

Portage Northern Bands 2019 Huskies Holiday Craft & Gift Show
Saturday, November 9, 2019
10:00 a.m. - 4:00 p.m.
www.HuskieHolidayCraftShow.org

Location: Portage Northern High School Doghouse (Auxiliary Building next to HS)
Portage Northern High School
1000 Idaho Ave.
Portage, MI 49024

Set-Up Time: Saturday, November 9th 7:00 a.m. - 9:45 a.m. Student and parent volunteers will be assisting curbside in front of the Doghouse with delivering your items to your space. **Please pull up as far north as possible for unloading!** Before setting up, please park your vehicle behind Portage Northern High School. If you do NOT need assistance with unloading, please park in the temporary parking spaces in front of the Doghouse, then move your vehicle to the parking area behind PNHS after unloading.

Raffle-Item Donations: Band volunteers will come to your site to collect your raffle-item donation beginning at 8:00 a.m. Thank you for your donation, please remember we request that your item be valued at least \$10. We will be selling raffle tickets for an hourly drawing. Drawings will be held at 11:00 a.m., noon, 1:00 p.m., 2:00 p.m., and 3:00 p.m. We will be happy to deliver your prize to your site if you put your site number on your raffle ticket!

Sites: All sites are 10' x 10'. If you requested electricity, please provide your own extension cord. Vendors are required to cover all tables at your site. **Please see our application for information on renting tables and chairs. Tables and chairs are not provided.**

Survey: We value your feedback! Please complete the vendor survey so that we may improve our show for future years. We will have a basket to turn in your survey at the registration table.

Food: We will provide vendors with a complimentary coffee and a donut from 7:30 a.m. - 10 a.m. Concessions and a bake sale will be available during the sale. A lunch order form will be available to you and needs to be turned in by 11:00 a.m. if you would like us to deliver your lunch to you.

Additional Information: Portage Northern Band Boosters reserves the right to decline any vendor whose items are not appropriate for a school function. Portage Public Schools is a smoke-free campus.

If you have additional questions about our show, please contact our event coordinators at craftshow.pnbb@gmail.com.

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Vendor Name: _____ Phone #: _____

Business Name: _____

Email (Required for Confirmation): _____

Address: _____

City: _____ State: _____ Zip: _____

Description of your craft or home party plan (include all items so that we assign spaces accordingly):

Additional Information: _____

Spaces are 10' x 10' @ \$45 each (\$50 after Oct. 15th, 2019): Minimum one booth space required

Items	Quantity	Cost Per Item	Total Per Item
10' x 10' booth space		X \$45	
10' x 10' booth space AFTER Oct. 15, 2019		X \$50	
6 foot table		X \$10	
8 foot table		X \$12	
Folding chairs for your booth		X \$2 per chair	
* Electricity (please provide your own cord)		X \$10	
* <i>Limited availability. First come, first served. Extension cords will not be provided.</i>			
Amount Due			

To apply, please send the following by **October 15, 2019**:

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

Mailing Address:

PN Bands 2019 Huskies Holiday Craft & Gift Show
c/o Portage Northern Band Boosters
PO Box 2031
Portage, MI 49081

Questions?

Contact our event coordinators at:
craftshow.pnbb@gmail.com

I have read, understand, and agree to the enclosed guidelines.

Vendor Signature: _____