



*Supporting the extracurricular music performance groups of the Mechanicsburg Area School District.*

## **2019 Art and Craft Show Information and Policies**

### **About the show:**

- The show a juried show of hand-crafted work. While we appreciate independent sellers and franchises such as Direct Sales Consultants, this show does not accept resellers as vendors.
- This is an indoor show held at the Mechanicsburg Middle School, 1750 S. Market Street, Mechanicsburg, PA, two minutes from PA Route 15.
- We have ample and free parking.
- In addition to our craft and artist booths, there will be raffles and food trucks.
- We offer free coffee to our vendors!
- We appreciate our returning vendors! We will try our best to honor special requests, but we can't guarantee them. Thank you for understanding.
- **Deadline: Applications are due March 31, 2019.**
- Send applications, **including 3-4 photos** (2-3 of your work, and one of your booth display) to MMA, c/o Art and Craft Show Committee, P.O. Box 1292, Mechanicsburg, PA, 17055.
- Include a self-addressed, stamped #10 envelope for the return of your confirmation and welcome packet.

### **Policies:**

1. Vendor space is reserved for hand-crafted, unique items. We reserve the right to refuse vendor assignments for anyone offering commercially made, franchised or direct sale items.
2. All applications must include photographs representative of the work that will be displayed/sold. Applications that do not include photos will not be considered.
3. The fee for each 10' x 6' space is \$55. (Student fee is \$20). All vendors **MUST** keep their displays within the space you rent. (You are welcome to rent multiple spaces!)
4. In exchange for your fee, you are receiving space and our advertising for the event. Additionally, we will advertise your business and website on our website and event page. You will need to bring your own tables, chairs, and extension cords, if applicable.
5. We will mail you notice of your acceptance by April 10<sup>th</sup>. If your application is not accepted, your uncashed check will be returned.
6. While we understand that circumstances arise that may prevent your attendance, there are no refunds for accepted vendors who are not present the day of the event.
7. While we love animals, no pets (other than certified service animals) are permitted.
8. To respect those with allergies (and abide with fire codes!), you may not burn candles, incense, or potpourri while inside the Mechanicsburg Middle School.
9. **Set up begins at 8:15 a.m the morning of the show.** Volunteers will be available to assist in unloading your vehicle. After unloading, please move your vehicle to the designated vendor parking area.
10. Please respect our facilities. Do not mount, tape or nail anything to the walls. We inspect each vendor area before allowing vendors to move their vehicle into the loading area. You are responsible for any damage to your vendor space.
11. **Break down time begins at 3 p.m. There are no exceptions to this rule; crafters who disregard this rule will not be invited back.**