

## INFORMATION LETTER FOR MARTIN HIGH SCHOOL 18<sup>th</sup> ANNUAL FALL CRAFT SHOW

**Saturday, October 15<sup>th</sup> 9am-5pm and Sunday, October 16<sup>th</sup> 12pm-5pm.**

Dear Friends,

Greetings from Martin High School in Arlington, Texas! Many of you know we are at the mercy of the school district in obtaining our dates for the show. We are not always given the same weekend each year as we must wait until school testing and other activities are planned before given a choice of dates. We understand how frustrating this is for you in scheduling your fall shows and we appreciate your patience with us! We have done our best to keep our show to the same weekend and to plan our show around other area shows many of you participate in and hope this weekend works for each of you!

**We will utilize the upper gym lobby, the cafeteria and Gyms B, C & D. Continued this year is an increase in booth fee IF application is post marked after August 1<sup>st</sup>. This is to encourage everyone to get their applications in early so we can minimize last minute planning for spaces.**

**Application/ Payment** Please read the vendor application carefully and fill it out completely. Please be specific in your booth needs. Include a check or money order for your vendor fee. *(There will be a \$25 charge for any returned check.)* **Applications will not be processed before June 1<sup>st</sup>.**

**Booth Priority** Specify your desired booth location. Previous fall vendors will be given priority in location as long as the application and fee is post marked by the August 1<sup>st</sup> deadline. The next priority will be given to the vendors in the order in which the applications were received so it's important to get your application and money in early! Applications post marked after August 1<sup>st</sup> will receive no preferential treatment and if we have reached capacity for indoor booths by then, will be given an outdoor booth or placed on a waiting list. Please turn your application in before August 1<sup>st</sup> to avoid any problems. We will try our best to accommodate your requests; however, it may be necessary to move some vendors around due to changes in the layout, access to electricity, duplication of items sold, etc.

**Booth sizes/fees** Most of our booths measure 10x10 and some 5x10. You may purchase two side-by-side booths if you would like a larger space (10x20 or 5x20). Full size booth is \$100 if application is postmarked by August 1<sup>st</sup> - \$120 if later. Half booth price is \$65 if application is postmarked by August 1<sup>st</sup> - \$85 if later, with a limited number available. Please specify if you need electricity, there is a \$10 fee.

**Set-up/ Teardown** Friday evening setup is determined by the location of your booth. Please see vendor information packet (mailed or emailed approx 2 wks prior to show) for specific setup times. Doors open to the public at 9am on Saturday and 12pm on Sunday. Players and Parents will be available to assist in unloading on Friday & Saturday and Parents for loading on Sunday. Teardown takes place no sooner than 5pm on Sunday. Vendors must be prepared to stay both days of the show.

**Attendance** Our shows average more than 1,000 customers per day. We have a super advertising team in place in order to draw a substantial crowd of shoppers to the show. We will have as much if not more advertising this year including additional signage.

**Application** Upon receipt of vendor applications, a confirmation phone call or email will be

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**Confirmation** sent. Closer to the date of the show, we will mail or email a vendor information packet. We do our best to answer any question you might have about the show in this information packet. Due to the volume of vendors, we ask that you please read the information packet thoroughly before calling with questions.

**Notes to Remember**

- Send in your application and fee as soon as possible.
- Please be very specific regarding booth requests, preferences, needs, etc – we will do our best to accommodate, but cannot guarantee all request will be honored.
- No preferential treatment will be given to applications post marked after August 1<sup>st</sup>.
- Information packets will be sent to all confirmed vendors approximately 2 weeks prior to show.
- Please visit our website at [www.martinbaseball.com](http://www.martinbaseball.com) for show information.

We look forward to welcoming back our previous crafters and welcoming all new crafters to our exciting show!

Our show is listed on [www.craftlister.com](http://www.craftlister.com). Vendors – this is a great site for you to get lots of information about other shows!

Sincerely,  
Martin Baseball Booster Club

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