

Craft Show Information

Name of Show: _____

Date of Show: _____

	Primary	Alternate
Contact		
Phone Number		
Cell Number		
E-mail		
Website		
Location of show (use google maps)		
Registration Details		Comments
Juried Show		If yes record requirements
Deadline for application		
Payment method		
Cancellation Policy		
Date of Show		
Open Hours		
Set up Time		
Take Down Time		
Access Restrictions		

Craft Show Information

Name of Show: _____

Date of Show: _____

Cost of show		
Registration Fee		Based on booth size
Concierge		
Lighting / power		
Tables & Chairs		
Relief		
Advertising		
Profit Sharing		What % goes to the show?
Donations / Promotions		Products for raffles etc.
Booth size		The size you asked for.
Display Restrictions		
Table skirting		length & colour
Size and type of signage		
Who can serve the booth		must have made some of the products
Restrictions on lighting		No neon flashers
Restrictions on product		No reselling only hand made

FAQs on the Craft Show Information Form.

1. Who should I contact the promoter or the location?
 - The promoter is organizing the event so questions on booth location, services available, registration fees, and hours of operation all go to the promoter. This person should be your go to even if you have other problems with the event such as heating and lighting.

2. What is a juried show?
 - This is where the organizer (or a committee) determines the match between your product and the event they are putting on. This can be a structured process or at the sole discretion of the organizer. You may have to send in pictures of your work for evaluation. Make sure you leave enough time to go through this process before the registration deadline.

3. Why do they always rush my set up and take down time?
 - Many event locations have sequential activities and the change-over needs to take place quickly. If your show ends at 4:00 and there is a hockey game at 7:00 then there is very little time for you to take down your display. Organizers also have to pay for the length of time they use the venue which shortens your time as well.

4. It's a big parking lot why can't I park my truck and trailer there?
 - When you are setting up the parking lots are empty. Hopefully when the show starts they will be full. Certain events also have restrictions on traffic flow and size of vehicles. Municipal bylaws may restrict night access etc.

5. I thought I paid one fee what's all this other stuff for?
 - Registration gets you into the show. Additional services will sometimes cost you extra.

- A Concierge will assist you in bringing your supplies to your booth location. Some unions will not allow non-union members to move stuff into an event location.
- There is usually a cost for a power connection. It may also limit where you can be located at an event.
- Tables and chairs are available to rent. Then you don't have to bring your own.
- Advertising in the brochure for the event usually costs more and not everyone chooses to participate.
- Relief is having someone come and watch your display while you take a break. May or may not charge for this service.
- Profit Sharing. Relies on your honesty to remit a percentage of your total sales to the organizers.
- Donations / Promotions while not an added cost directly some organizers want each vender to contribute a product to promote the event.

6. It's my booth why do I have to put out table cloths?

- Table cloths, lighting, and signage may or may not be restricted or limited at your sales event. This is usually done to promote the consistency of the vendors at the event.