



BISHOP FOLEY CATHOLIC HIGH SCHOOL

Annual St. Nicholas Cookie Walk & Craft Show



Date and Times: December 7, 2024 from 9:30 a.m. to 3:00 p.m.

Location: Bishop Foley Catholic High School
32000 Campbell Rd.
Madison Heights, Michigan 48071

Important Deadlines for Vendors:

Completed and signed vendor contracts and payments must be received by November 15, 2024. This is a juried show. Submit 2-5 clear photos of your work and 1 photo of your display. Contract and photos may be sent digitally to craftshow@bishopfoley.org or through the mail. Payment will not be accepted digitally. Send vendor contract, photos and check or money order payable to Bishop Foley Catholic High School to:

Bishop Foley Catholic High School
Attention: Craft Show
32000 Campbell Rd.
Madison Heights, Michigan 48071

Booth Space Information

- A booth space will be assigned in the order and date that payment and a contract is received.
- Efforts will be made to place vendors in advantageous places and apart from others selling similar items.
- **Booth spaces will be 10' by 10' or 10' by 20' (100 square feet of space or 200 square feet of space)**
- **Electricity is available for purchase, but limited. Extension cords WILL NOT be provided.**
- **Tables are also available for pre-purchase;** 2 chairs per booth will be provided
- Please bring your own cart/dolly with you for your own set-up and teardown needs.

Set Up Times

- Set up times are available on Friday, December 6, 2024, from 6:00 to 8:00 pm and Saturday, December 7, 2024, from 7:00 to 9:00 am
- Please provide your own table covering

General Vendor Guidelines

- Booths must be attended at all times by the vendor.
- Pets, alcoholic beverages and smoking are strictly prohibited.
- Vendors are responsible for their own cashbox and financial transactions.
- Lunch and beverages will not be provided but may be brought in or purchased at the craft show.



2024 Craft Show Vendor Contract
(Please print or type and fill in completely)

Name: _____

Business Name: _____

Phone: _____

Address: _____

E-mail: _____

Best way to contact: phone email

I plan on setting up on: Friday Saturday

Number of booths and tables you need: (2 chairs per booth are provided)

_____ 10' by 10' (100 sq. ft) \$70 /ea subtotal \$ owed _____

_____ 10' by 20' (200 sq. ft) \$130 /ea subtotal \$ owed _____

_____ Electricity \$5 subtotal \$ owed _____

_____ Table rental - \$5/ea subtotal \$ owed _____

Total \$ _____

This is a juried show. Submit 2-5 clear photos of your work and 1 of your display.

Type of items you will be selling: _____

Please list any special needs you may have: electricity, wall, or corner

Registrant agrees to comply with all rules & regulations as set forth by the BFC show organizers, their agents and assigns and agrees to hold harmless such organizers, agents, and assigns from any and all claims, damages, or other charges related to registrant's participation in the show. Registrant understands and agrees that it is solely liable for any and all claims arising from damage, theft, personal injury, etc., that might result from its participation. There will be no refunds within 72 hours of the show. I have read and received a copy of these rules, regulations and disclaimer:

_____ Date: _____

Signature

Name of Business _____