**Castle Holiday Market Early Bird Application Form**

Vendor Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred contact method for notice of acceptance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check the booth options you’d like**

Limited availability, check which option you prefer. Set up time is based on your booth assignment and will be given preference on first come first serve basis.

\_\_\_\_\_\_ Day Prior Set Up (11/30)

\_\_\_\_\_\_ Day of Set Up (12/1)

\_\_\_\_\_\_\_\_\_ Single Booth $100

\_\_\_\_\_\_\_\_\_ Double Booth $180

\_\_\_\_\_\_\_\_\_ 8 Foot Table $10

\_\_\_\_\_\_\_\_\_ Electricity (bring own extension cords, if checked will get you in closest proximity)

**Credit Card Information (Only charged if accepted)**

Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code \_\_\_\_\_\_\_\_\_\_\_

Street Adress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check which category(s) aligns best with what you sell**

* Stone
* Soap/Herbals
* Woodworks
* Quilting
* Other
* Candles
* Clothing
* Décor
* Fiber/Fabric
* Jewelry
* Leather
* Painting
* Photography
* Pottery
* Furniture

**Describe Art/Craft** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send in at least 5 photos of your booth display and/or items you sell. Spaces are limited by quantity as well as types of products being sold. You will be notified of your acceptance within 2 weeks of sending your application. Upon acceptance we will charge the card given in your application. Once accepted no refunds will be given.

Email this application, photos, and signature page to bsweet@castlefarms.com or

Mail this application, photos, and signature page to Castle Farms, 5052 M-66 Charlevoix, MI 49720

**Castle Holiday Market**

Sunday December 1 from 11 am to 5 pm

**Rules, Information and Procedures**

Submit your application with at least 5 photos of your original work to the email or physical address listed on the application. Photos will not be returned. Acceptance is based on approval from the host of the event. If you apply before May 15 you receive the early bird discount and will be notified within 2 weeks of submitting your application. If you apply after May 15 you do not receive the early bird discount and won’t receive an acceptance notice until August 1.

Payments will be deposited upon acceptance. Once accepted your entry fee is non-refundable.

Additional information regarding unloading zones, booth assignments, and maps of the facility will be emailed 1 week prior to the event.

Artists must be present. No sales reps and no direct sale items (ex. Pampered chef, Color City, etc.…). Only items designed/created by the displaying artist may be sold.

Booth spaces are 10 foot by 10 foot. Double booths are 20 foot by 10 foot. Each booth comes with 1 chair. Additional chairs can be provided at no cost. Please write on your application if you need more than 1 chair. 8 foot tables are available for rent. If a table is rented it will be set up in your space for you. Tables are limited and are available on a first come first serve basis. Please let us know if you need electricity and we will station you as close to an outlet as possible.

Set up will be on Saturday November 30 from 10 am to 4 pm and Sunday from 7:00 am to 10:30 am. Your set up date will be assigned to you based on your booth assignment. You will receive your booth assignment at least 1 week prior to the show as well as an unloading and parking map.

You must unload all of your items before setting up. You must park in the designated unloading zone, remove your items to your booth space, and immediately move your vehicle to the vendor parking spaces shown on your map. Some carts may be available for use on a first come, first serve basis. If your booth is on the second floor there are stairways and elevators available for use.

Early pack up will not be tolerated. If you are seen packing up your booth early you will not be allowed back for future shows. Pack up time will begin at 5 pm on Sunday and you will have until 8 pm to exit the premises.

Castle Farms remains open to hosting events during the time of this craft show. After the designated end set up time on Saturday (4 pm) when all vendors have left for the night we will lock the rooms where no one will be permitted until 7 am the next morning. We have security cameras throughout the rooms and staff monitoring the premises, so if there is a discrepancy, please bring it to our attention. Castle Farms is not liable for any losses or damages occurring at the event at any time.

You as a vendor are responsible for your own display and filing your own 6% Michigan sales tax.

No pets allowed

Castle Farms, at its discretion, reserves the right to refuse any entry and to withdraw any work from the show at any time during the event.

**Please sign and submit with your application acknowledging the information, rules, and procedures.**

**Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**