

St. Charles School PTO Craft Show Application

Where: St. Charles School (entry off Benton St. across from fire station)

When: Saturday, November 9th.

**ONLY 4 X 10 SPOTS AVAILABLE
FILLING UP QUICKLY!**

Time: 9 AM to 2 PM

Cost: \$30 per ~~8 ft X 8 ft spot~~ or 4 ft X10 ft spot in hallways.

No more than 2 booth spaces may be rented due to limited space. Gym and lower level of school will be filled first, then upper level of school.

Vendor set up Friday November 8th from 5:30PM-7PM or Saturday 7:30 AM-8:45 AM.

*Must be fully set up prior to doors opening at 9 AM Saturday. *

****Please do not take down booths prior to show end time of 2:00 PM.****

Please supply your own table and chairs/booth set ups. If needed, you may rent a table and chair for additional fee of \$20 per table.

Please no business vendors. We would like handmade items/crafts only. Please see 2nd page for more information.

Please mail application and payment to:

St. Charles School Attn: Craft Show

502 S. Franklin St.

Greenville, MI 48838

Checks payable to St. Charles PTO

Application Deadline is Wednesday November 1st.

Questions please call Dana Morris at 989-388-1099

Name: _____

Phone: _____

What you will be selling:

Please circle if you need a table: YES NO (if yes, please submit additional fee with application payment)

Electrical outlets are very limited and not guaranteed. Please circle if you need an electrical outlet: YES NO

Please see back for more information

****Please be aware of scammers! The only points of contact for this event are Dana Morris and St. Charles Parish Office. No Venmo or cash apps will be accepted. ****

****Only vendors with applications that are paid in full will be accepted. No payment accepted at set up or day of show. Cash will only be accepted at St. Charles Parish Office. Absolutely no holds on booths/applications without payment. ****

*No business such as Pampered Chef, Tupperware, Scentsy etc. We will offer open spots to businesses 1 week prior to show if available. Please call Dana to be placed on return call list for spots.

*Gym and lower level of school will be filled according to first paid application received. The lower school hallway and upper level of school will then be filled with 4X10 booth spaces. As time gets closer to the show date, please call Dana at 989-388-1099 to determine availability of spaces prior to sending in application and payment.

*You will get a call from Dana to let you know your application has been received and an additional call 1 week prior to show for a reminder.

*No animals allowed at show, unless ADA certified.

*St. Charles School and Parish are not responsible for lost, stolen, or broken items incurred on grounds. We reserve the right to reject any displays that may be offensive to other vendors or potential buyers. Please keep in mind we are a Catholic School and Church.

We will have a Welcome table with greeters to make sure shoppers are aware of upper-level vendors. An elevator is available for those who need it.

*We will have a food vendor this year! More information as show date approaches.

The craft show is on Saturday, November 9th from 9 AM-2PM. Set up Friday, November 8th from 5:30 PM to 7PM or Saturday 7:30 AM to 8:45 AM. Entry off Benton Street across from fire station. Questions call Dana at (989) 388 1099. Please keep booths up until show close at 2PM.