

Application/Contract

FOR COMMITTEE USE
ONLY

PLEASE NOTE: Include a Business Size (4 1/8" x 9 1/2", or larger) Self-Addressed, Stamped Envelope (SASE) with your application, check, and 3 photos (no slides) of your craft. Applications processed without a SASE will be charged \$5.00.

Name _____ Email _____

Address _____ Phone _____

City _____ State _____ ZIP _____ Cell _____

10' x 12' Booth Space: Member _____ @ \$145 each _____ ☐Non-Member _____ @ \$225 each _____ ☐*Tables _____ @ \$30 each _____ ☐*Tables with skirting _____ @ \$45 each _____ ☐*Backdrops _____ @ \$4 per foot _____ ☐*Chairs _____ @ \$2.25 each _____ ☐*3-Day Parking Pass _____ \$15 _____ ☐*Electricity - up to 30 amps** _____ \$50 _____ ☐*Electricity - over 30 amps** _____ \$100 _____ ☐*Phone Hook-up _____ \$100 _____ ☐Total _____ \$ _____ ☐

*These rates are set by the Von Braun Center and paid by NEACA on your behalf.

**ELECTRICITY NOT PREPAID WILL DOUBLE ON THE DAY OF SET-UP.

I hereby agree to conform to all rules and regulations of the NEACA Craft Show and release NEACA and the Von Braun Center from any responsibility whatsoever for damage or loss to any part or all of my exhibit. I understand that I am subject to a \$25 handling fee if I cancel my participation. I understand that I may expect NO refund on a cancellation made within 30 days of the show to which I've been accepted.

Only crafts you list may be exhibited. Be specific and comprehensive.

Do Not Mark in This Space

Important

Mark the boxes to your left according to your desires. The committee will endeavor to fulfill your wishes. Add all figures and enclose your check with your application.

Your notification of acceptance or non-acceptance will be mailed on February 14, 2014.

Display Height _____

Exhibitors planning to offer food items for sale, must submit copies of their business license & health department inspection with their application.

Length and height of transport vehicle _____

Signature and Date _____

Cut along the dotted line. Mail the completed application. Keep the rest for your information. For complete information, check the website.

2014 NEACA Annual Fall Craft Show
Friday thru Sunday • September 19-21, 2014
Von Braun Center South Hall • Huntsville, Alabama
 Show Committee

Annie Hannah, Chairman - 256-880-7987

Teri Bennett, 256-859-0511 • Sigrid Burke, 256-650-5201

Jeanne Chandler, 256-883-4028 • Ann Cochran, 256-539-9055

Mary Lou Faulkner, 256-882-0713 • Shirley Petitti, 256-883-2199

Faye Whitt, 256-533-3283

Mail Completed Application To:

NEACA Fall Show

Attention: Annie Hannah

2100 Mythewood Drive

Huntsville, Alabama 35803

Entry Deadline: August 8, 2014

Rules:

- Craftsmen must register with the Show Chairman before setting up. The chairman's tables are at the front center of the exhibit hall, and are marked with a sign.
- This is a juried show.
- No SALE signs or MARKED DOWN tags are permitted.
- All crafts exhibited should be handcrafted by the exhibitor, in good taste, and ready for safe use by the purchaser.
- The selling of commercially manufactured parts and products is prohibited, unless they are an accessory to the craft.
- Exhibitors planning to offer food items for sale, must submit copies of their business license and health department inspection with their application. (See application above.)
- Craftsmen must be present for the full duration of the show.
- Crafters must furnish their own displays. The VBC will have tables, chairs, etc. for rent to those crafters who request them. (See application above.)
- Electricity and phone hook-ups are available. (See application above.) The cost of these resources doubles if requested on the day of set up. Crafters must furnish their own electrical cords.

- Tables must be draped to the floor on all sides. Backdrops and displays shall not exceed a height of 8 feet, and must be finished front and back.
- Each exhibitor will stay within his allotted space(s), with provision for entrance and exit. This applies to overhanging exhibits, as well.
- When using stains, paints, etc., a protective covering must be placed on the floor, under and around work. No paint or other substance may be sprayed during show.
- All exhibits must be in place by 8 a.m. on the opening day of the show. Each day, exhibitors will have booths uncovered and ready for business 30 minutes before opening.
- Unprofessional conduct and/or failure to comply with show rules are just cause for removal from the show.
- Exhibitors: Children are not allowed.

General Information:

- There is NO admission charge to the general public.
- Craftsmen requesting adjoining spaces are required to mail individual applications together.
- Applications must be complete. No hand carried or phone applications are accepted. Applications must be mailed. A check, 3 photos of the craft(s) and a business size Self-Addressed, Stamped Envelope (SASE) must accompany each application. Applications processed without a SASE will be charged \$5.
- Early application does not guarantee acceptance into the show.
- NEACA prohibits the use of alcoholic beverages on their premises.
- Exhibits in various craft categories are limited to maintain a balance in the show.
- Parking passes are available only if prepaid with application.
- NEACA does not receive a sales commission. It does collect state and local sales taxes.
- Security is on duty each night and the exhibit hall is locked.
- A VBC concession stand is open during show hours to serve the general public and exhibitors.
- Checks returned for insufficient funds are just cause for removal from the show. A \$30 handling fee will be charged for checks with insufficient funds.
- Exhibitors will be charged a \$25 cancellation fee for all cancellations. Exhibitors may expect NO refunds on cancellations made within 30 days of the show.