

## UPCOMING: CHAMPLIN WOMEN OF TODAY ANNUAL ARTS & CRAFTS SHOW

Sponsored by: The Champlin Women of Today

Dates and Times: Saturday, November 4, 2017 9am-4pm

At: Champlin Park High School, 109<sup>th</sup> Avenue and Douglas Drive, Champlin, MN 55316

### GENERAL INFORMATION

1. Complete the application(s) and return with a check for \$65.00 to reserve one 8x10 space. **We do not have any tables.**
2. Electricity is an additional \$10.00 fee. Outlets are very limited. If you want the use of an electric outlet, bring your own (long) extension cords. If you do not need an outlet, please don't ask for one.
3. The attached **ST-19 Form must be completed** and sent along with your application. **Note: Champlin Women of Today needs a completed form for every year that you participate.**
4. Applications must be returned as soon as possible to make sure you secure a spot.
5. **Artists and Crafters only!** No direct sales or resale distributors.
6. There will be **no space changes** 2 weeks prior to the show.
7. There will be no refunds 2 week prior to the show. Cancellation fee \$5.00.
8. If we don't hear from you 2 years in a row, we will delete you from our future mailings. This does not include if you let us know you cannot participate at this time, but would like future consideration to participate.
9. Confirmation will be mailed to you about 2 weeks before the craft fair.
10. If you find you cannot attend at the last minute, **please let us know** so we can fill in your space.
11. In order to protect the floors, all tables and chairs must have a pad under each leg.

### DAY OF THE SHOW

1. **There is mandatory check-in prior to set-up.**
2. No one will be allowed to set-up Friday before 7pm. Saturday set up will begin at 6:00 am. Please adhere to this time! Be set up by 8:45 am. We will have designated "guards" at the entrances to hold back the crowds.
3. Vehicles **MAY NOT** be left in the Fire Lane unattended. If left, they will be ticketed. As soon as you have unloaded your crafts, please move your car and/or trailer to the **back parking lot**. We also have some crafters that need to use the handicapped spots and we request that you **not** unload from those spots.
4. We will have a location chart and people available to help you find your spot. We will also have students available to help you unload and hold the doors for you as you unload.
5. There will be a concession area open for lunch. Smoking is not allowed. Champlin Park High School is a smoke free building.
6. We have room for 150 crafters. It will be **heavily advertised** and **spaces will fill up fast**.
7. Publicity includes: Star Tribune, local papers, cable, posters around town, and flier from school sent home to approx. 4000 students in the area.

**Directions:** Hwy. 169 into Champlin, go east on 109<sup>th</sup> Avenue, cross Douglas Drive. Champlin Park High School is on the right.

**For further information:** Call Gail Saltmarsh at (763) 213-4284 or Email her at: [craftshow@champlinwt.org](mailto:craftshow@champlinwt.org).

**Cancellation deadline:** 2 weeks before the show – cancellation fee \$5.00  
The Champlin Women of Today thanks you in advance for your participation

CHECK # \_\_\_\_\_  
AMOUNT PAID \_\_\_\_\_  
SPACE # \_\_\_\_\_

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Date and Time: Saturday, November 4, 2017 9am-4pm  
At: Champlin Park High School, 109<sup>th</sup> Avenue and Douglas Drive, Champlin, MN 55316

PURPOSE: NON-PROFIT GROUP ASSISTING CHAMPLIN PARK HIGH SCHOOL AND COMMUNITY WITH FUNDRAISING EFFORTS.

**Crafters only!! No direct sales / No resale distributors**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-Mail address: \_\_\_\_\_  
Car Make, Model and License plate number \_\_\_\_\_  
Craft description (be specific): \_\_\_\_\_

Are you new to the Champlin Women of Today Arts & Crafts Show? \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_  
Please include a representative picture of your craft if you are a new crafter (**MANDATORY**)  
Please include a copy of your MN ST19 form (**MANDATORY**)  
Do you need an electric outlet? \_\_\_\_\_ (They are limited)  
Do you have a desired spot? Be specific if you have special needs. \_\_\_\_\_

\_\_\_\_\_

We will do our best to place you in or near the spot you requested. If that is not possible, the Champlin Women of Today reserves the right to place you in a vacant spot.

**We do not have any tables. If that is a problem, please let us know and we will attempt to find one for you for an additional nominal cost.**

**SELECT ONE**                      November 4, 2017  
1 Space (8 x 10') NO ELECTRICITY \$ 65.00                      \_\_\_\_\_  
2 Spaces (8 x 10') NO ELECTRICITY \$130.00                      \_\_\_\_\_  
3 Spaces (8 x 10') NO ELECTRICITY \$195.00                      \_\_\_\_\_

Electricity additional \$10.00                      \_\_\_\_\_  
Do you need a wall \_\_\_\_\_  
No tape on the walls is allowed!

**Directions:** Hwy. 169 into Champlin, go east on 109<sup>th</sup> Avenue, cross Douglas Drive. Champlin Park High School is on the south side of 109<sup>th</sup>.

**Make check out to:** Champlin WT/Craft Show  
**Mail payment and application:** Gail Saltmarsh  
3908 93rd Ave. No.  
Brooklyn Park, MN 55443