

**2022 Merchandise Description and Photo Requirements**  
**44th Annual Christian Brothers Auxiliary Holiday Arts & Crafts Show**

**Friday, November 18, 2022 (6pm to 9pm)**

**Saturday, November 19, 2022 (9am to 4pm)**

**SET UP TIME: Friday, November 18, 2022 (2pm – 5pm) (NO EARLY ARRIVALS!)**

\_\_\_\_New Exhibitor    \_\_\_\_Return Exhibitor - Participation Year: 21 19 18 17 16 15 14 13

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

Address\_\_\_\_\_ City, State, ZIP\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_ Website\_\_\_\_\_

Describe in detail the products that you will be selling in your booth(s):

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**You must submit 5 (or more) photos of your work, at least 3 (or more) showing all items that you will display. Also, please include 1 photo of your full exhibit and 1 (or more) of you crafting/producing your items. These photos will be used to jury and evaluate your work.**

**Please send check payable to: Christian Brothers Auxiliary and all signed forms and photos to:**

**Christian Brothers Auxiliary  
Attn: Beth Aiuto  
14600 Common Road  
Warren, MI 48088**

**Booth locations are based on a first come, first serve basis. This applies to all returning exhibitors.**

I, the undersigned, agree to abide by the Lease Agreement, which I have read and understand, along with the Merchandise description and photo requirement sheet for the Christian Brothers Auxiliary Arts and Crafts Show and declare that all the items displayed in my booth were made by the crafter named herein.

Signature\_\_\_\_\_ Date\_\_\_\_\_

## **CHRISTIAN BROTHERS AUXILIARY AGREEMENT**

1. We will actively promote and advertise the show. Our advertising budget is 15% of the previous year's profits; we also take advantage of whatever free and public promotional help we can obtain.
2. We will furnish contracted space, reserving the right to modify requests in the best interest of the show. We do our best to ensure that requests are granted and booths are assigned in a way that is fair and beneficial to all.
3. We will do our best to ensure that no buy-sell, imported, or commercially manufactured items are allowed. We may ask for proof of your work's authenticity, and we reserve the right to expel items and/or artists, without refund, if we feel this rule is being violated.
4. Artists & Crafters will be given their booth assignment at set up time. The right of table transfer is reserved to the Christian Brothers Auxiliary.
5. We will provide electrical service where safely possible, only to those Crafters who have requested and paid in advance for this service. We reserve the right to cancel this service if deemed unsafe and we will provide refund.
6. We will provide students to assist with loading and unloading of crafts and supplies.
7. We will provide artists parking and shuttle service to off-site parking.

### **EXHIBITOR'S LEASE AGREEMENT**

1. The character of the exhibits shall be limited to items that are **HANDCRAFTED BY CONTRACTED CRAFTER AND OF GOOD QUALITY and displayed in an attractive manner.**
2. The exhibitor is limited to 2 Medias and can only sell items submitted for jury review. Any items added after the original jury process must be re-submitted with a new merchandise description/photo sheet, no later than **October 31, 2022.**
3. Exhibitor agrees not to sell and will immediately remove from display all articles or signs **OBJECTIONABLE** to the Christian Brothers Auxiliary. Refusal shall result in immediate removal of exhibitor's display from the show.
4. Exhibitors agree to use **NO OPEN FLAMES** under any circumstances. Observe all safety and fire rules with regard to aisle ways and doorways.
5. Exhibitors will be assigned space(s) only upon receipt of payment in full **ONLY. No refunds.**
6. Exhibitors will abide by all booth assignments and decisions of the show committee will be final. We do our best to make the show a success for all, and expect that our judgment, even if you disagree, will be regarded with courtesy and respect. **THERE WILL BE NO BOOTH SWITCHING AND NO SUB LEASING OF BOOTH SPACE.**
7. Exhibitor agrees to remain at show and not dismantle booth until **after 4 pm on Saturday, November 19, 2022.**
8. **After unloading, all vehicles and trailers will be moved to a specified off-site parking area.**
9. Exhibitors are responsible for all their property while on the premise, this includes the loading and unloading process. De La Salle High School will not be responsible for loss of items left overnight.
10. Exhibitor agrees to the use of their names and craft type to be printed in our shopping directory.
11. I, the Crafter, or I, \_\_\_\_\_ grants the CBA media release of photos provided as well as those taken during the show, name, web-site info etc. to be used for promotion purposes including, but not limited to the Christian Brothers Auxiliary web-site and flyers.
12. To help ensure success of the show, we encourage distribution of our fliers, as well as, add us to your business website, Face Book, Twitter, or email/snail mail mailings. Thank you!
13. The undersigned agrees to comply with all of the provisions of this agreement as interpreted by the Christian Brothers Auxiliary. The undersigned agrees to forfeit its fees and vacate the premises if it is found by the Christian Brothers Auxiliary to have violated any part of this agreement.
14. De La Salle High School and their representatives shall not be responsible for any injury, loss, damages, or legal action sustained by the exhibitor, their employees, goods, or property, or to the public, from any cause whatever while the premises are being occupied under this agreement or which are a result of the parties performance under this agreement.

### **Space Requests:**

@ 65 Square feet -- Hallway space \_\_\_\_\_ \$130.00 each = \_\_\_\_\_  
@ 80 Square feet -- Commons space \_\_\_\_\_ \$140.00 each = \_\_\_\_\_  
@ 100 Square feet -- Gym space \_\_\_\_\_ \$150.00 each = \_\_\_\_\_

6' Table skirted and covered \_\_\_\_\_ \$20.00 each = \_\_\_\_\_

8' Tables for Hall/Common spaces ONLY—skirted and covered \_\_\_\_\_ \$20.00 each = \_\_\_\_\_

Electricity \_\_\_\_\_ \$5.00 = \_\_\_\_\_

I, the undersigned, agree to abide by all of the Lease Agreement. I have read and understand the Merchandise description/photo requirement sheet for the 2022 Christian Brothers Auxiliary Holiday Arts & Crafts Show and declare that all the items displayed in my booth/exhibit were made by the artist/crafter named herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_