

# The 35th Annual

## GARFIELD PARK NEIGHBORHOOD ASSOCIATION'S

# To All GPNA Craft Fair Exhibitors:

Thank you for your past support of Garfield Park Neighborhood Association Annual Craft Fair. The 2008 Fair will be our 35<sup>th</sup> year and our goal is to improve upon what has always been an excellent event.

Last year we had an excellent response from exhibitors in returning the evaluation form of the Craft Fair. From the results we are working on the following improvements for the 2008 Craft Fair:

***Fee Schedule and Food Booths:*** These were two areas that the majority of exhibitors listed as areas that we should improve on. Stating our fees were high; and we needed to have more and greater variety of Food Booths to make the Fair more enjoyable and entice buyers to stay at the show longer. To respond to these suggestions we are doing the following:

***Lowering our Fees by \$10 per booth:*** On the day of the show each exhibitor will receive a \$5 food coupon. This coupon will help lower the overall fee for each exhibitor and also allow us to attract additional food vendors.

***Bathrooms:*** Next on the list of suggestions was improving the bathrooms, either by opening up the “real” bathrooms to vendors only, having additional “portal johns”, but most important, we needed to have hand sanitation stations.

As we do not think we can open up the real bathrooms (but we are checking) we do commit to having hand sanitization available.

***Buy/Sell:*** Each year we do look for exhibitors that are selling handmade and homemade items. We do our best to ensure that this is a Craft Fair and not a Flee Market. During the 2008 Fair, we will again monitor for any “buy/sell” vendors and they will be dealt with the day of the Fair and not allowed to return the following year.

***GPNA Website:*** We will be adding an area to the Craft Fair area of the GPNA Web Site where information and pictures on each 2008 exhibitor can be found. We are working on completing this area and you will be sent additional information in your acceptance letter.

***Donuts/Coffee:*** As always we will be providing complementary donuts and coffee the morning of the Craft Fair

If you want to be removed from the GPNA Craft Fair Mailing List do one of the following:

**Call** 616-241-2443 option 2 and leave your name and address

**Email:** artsandcrafts@gpnagr.org and give your name and address

Mail a copy of this letter to GPNA 334 Burton SE, Grand Rapids, MI 49507 and included your name and address.

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## GARFIELD PARK NEIGHBORHOOD ASSOCIATION'S

# ARTS & CRAFTS FAIR

### Saturday, September 6, 2008

## *Exhibitor's Information and Application*

Garfield Park Neighborhood Association (GPNA) would like to welcome back our friends. We know that without you, our *Arts & Crafts Fair* would not be as successful as it has been in the past. And if you are new to our fair, we thank you for your interest and invite you to join us.

Our fair has the reputation as one of Michigan's largest and most successful shows. The GPNA's *Arts & Crafts Fair* is held in Grand Rapids's historic Garfield Park on the first Saturday after Labor Day. We feature an outstanding selection of: arts, crafts, fine arts, and handmade wares. The fair also has an Art-in-the-Making area, food booths, children's craft area, and fun *family-friendly* areas.

With crowds estimated to be over 15,000 the past few years, it is popular with the exhibitors as well as the buying public. To participate in this year's *Garfield Park Neighborhood Association Arts & Crafts Fair*, please read everything and return your application to us. If you have any questions, please check our website at [artsandcrafts@gpnagr.org](mailto:artsandcrafts@gpnagr.org) or call us at 616-241-2443.

**Selection Process:** The *Garfield Neighborhood Association's Arts & Crafts Fair* will remain a non-juried show. And the GPNA will *continue* to require **photographs of exhibitors' work**. One or two photos is sufficient. These photographs will not be returned. Acceptance to the Fair will be first-come, first-served. *Preference*; however, will be given to returning exhibitors **until May 1, 2007**. After this date, all applications will be considered equally. Applications received after the show is filled will be returned to the sender. A waiting list will be started as soon as all the booths are filled. All ineligible candidates' fees and applications will be returned within two weeks of submission. Your cancelled check shows that you have been accepted to the Fair.

**Location:** Garfield Park is one mile east of US-131 on Burton SE in Grand Rapids

**Fair Time:** Saturday, September 6, 2008, 9:00am to 4:00pm. The Fair takes place rain or shine! *Exhibitors must make provisions for any adverse weather conditions.*

**Set-up Times:** 6:00am to 8:45am. *The city of Grand Rapids prohibits entry into the park before 6:00 am.*

**Vehicle Policy:** Vehicles are **not** allowed in the main exhibit area between 8:45am and 4:00pm. Violators will be ticketed, towed, and/or banned from future fairs.

*Note:* Exhibitors in the circle booths (booths numbered 1-40) may leave their cars within the circle. However, these cars may not be moved between 8:45am and 4:00pm and these spaces are limited and available on a first come, first served basis. *Please respect the other vendors in this matter!*

**Parking:** Parking has been available on the park grass, to the far south of the park, however, this is only available if there have been dry weather prior to the event. This area will be fenced to prevent early teardown. You will have walkthrough access to your car. **Exhibitors will be allowed to park only one vehicle in the park. One parking pass will be included in the acceptance letter.** Off-street parking is available as well as some nearby parking lots.

**Merchandise:** Only fine arts, fine crafts, and handmade items will be accepted. All work must be original and of excellent quality. GPNA reserves the right to prohibit any exhibitor found in violation of this rule from participating in next year's fair.

*NOTE:* The GPNA has been working to remove buy-sell items at the show. **Due to past infractions, volunteers will be designated to perform random booth checks. Any exhibitor found selling buy-sell items will be asked to leave and banned from future fairs. This effort is to maintain the high quality of the show and fulfill expectations of both exhibitors and buyers!**

**Sale and Display:** Exhibitors must provide their own tables, chairs, tents, etc. and maintain an attractive display. Any awnings, umbrellas, racks, etc. must be securely and safely placed within the confines of the booth space. Unused boxes or any other storage materials must be maintained in the booth space, not in the walking aisles.

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### Saturday, September 6, 2008

### *Exhibitor's Information and Application*

**Booth Size:** Each booth is approximately 12 by 12 feet. A regular booth offers a 12 foot selling exposure across the front. A corner booth offers 12 feet at the front and 12 feet along one side. Some booths in the shady area (booths 1-40) may be irregularly shaped due to trees or may have one or more trees in within the booth space.

**Cancellations:** Written requests for refunds due to cancellation will be honored, **less a \$50.00 handling fee**, until August 1, 2008. After this date, no refunds will be given.

**Confirmation:** A confirmation letter will be sent in April. This will include full details of set-up, booth assignments and a parking permit.

If exhibitors are not accepted into the show, they will be notified within two weeks of application submission

**Sales Tax:** Exhibitors are responsible for paying any states sales tax that they may owe. A list of Fair participants is sent to the State of Michigan.

**Disclaimer:** GPNA is not responsible for any theft, loss, damage, or personal injury. Any injuries should be reported to a Fair Volunteer.

**Special Requests:** GPNA makes every effort to accommodate all requests for specific booths, shady locations, etc. **Although we work extremely hard to honor all requests, we cannot guarantee them.** If you have special needs or concerns, list them on your application. For example, handicapped parking issues or the placement of generators are more easily accommodated at application time than the morning of the Fair.

**Other Information:** The Fair holds 260 booths. The Fair fills up quickly, so reply early. Food and drink are available for purchase from several food booths. As always early morning complimentary coffee and donuts will be available in the GPNA Lodge. *Pets, alcoholic beverages, or illegal drugs are not allowed in the park. Violators will be removed from the Fair and will forfeit all privileges and fees.*

**About Our Fees:** GPNA is a private, non-profit organization committed to neighborhood improvement, beautification, and crime prevention. The Fair is GPNA's largest fund raiser and makes it possible for GPNA to continue its work in the neighborhood.

### **Fee Schedule**

**Regular Booths** \$140 each

**Corner Booths** \$150 each; a limited number of corner booths are available. A \$10.00 refund check will be sent with the August mailing if the corner booth you requested is not available.

**Residents of GPNA neighborhood** \$25 total discount, which applies to paid GPNA members only.

**Food Coupon:** Each vendor will receive a \$5.00 food coupon on the day of the show to be used at any of the several planned food booths.

***We appreciate your creativity and support!***

# 2008 EXHIBITORS APPLICATION

## GPNA ARTS AND CRAFTS FAIR

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Sales Tax ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Items Sold: \_\_\_\_\_

GPNA Resident  Yes or  No If yes, are dues paid for 2008?  Yes or  No

# of Regular Booths \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

# of Corner Booths \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

GPNA Discount \_\_\_\_\_

*(Subtract \$25 if GPNA 2008 dues are paid)*

**Total Amount enclosed = \$ \_\_\_\_\_**

If you request the same booth as last year,  
please indicate the booth here:

\_\_\_\_\_

Special Requests GPNA does not guarantee  
requests, but indicate your requested booth  
here:

\_\_\_\_\_

### For Office Use Only

Initials: \_\_\_\_\_

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

### Check List:

1. Self Addressed stamped envelop enclosed?
2. Photographs included?
3. Mail to: **GPNA Arts & Crafts Fair,  
334 Burton SE,  
Grand Rapids, MI 49507**