



15<sup>th</sup> Annual

# Treasures & Treats Craft Show

First Presbyterian Church (FPC)  
Presbyterian Women (PW)

• **AUGUST 17 & 18, 2024** •

The 15<sup>th</sup> annual Treasures & Treats Craft Show will be held in conjunction with the Howell Melon Festival. *All proceeds benefit Presbyterian Women Missions.* Please read this application closely. For questions & more information, please visit [www.fpchowell.org](http://www.fpchowell.org), or email [craftshow@fpchowell.org](mailto:craftshow@fpchowell.org).

## HAND-MADE ARTS AND CRAFTS ONLY

### Hours of Operation

Crafters must be fully staffed and open for business from the start of the event until close of each day. If a crafter chooses to close their booth early, they will forfeit their security deposit.

#### INDOOR (ONE-DAY)

Saturday, August 17, 2024      9:00am – 4:00pm

#### OUTDOOR (TWO-DAY)

Saturday, August 17, 2024      9:00am – 8:00pm

Sunday, August 18, 2024      9:00am – 4:00pm

### Registration Deadline: August 9, 2024

### Crafter Fees

Absolutely **NO APPLICATION** will be accepted without payment, security deposit, & required paperwork. One crafter is permitted per booth space. If more than one 10x10 space is needed, please indicate the proper amount and total fee on your application.

INDOOR	Registration 8x5 Space:	\$60.00
OUTDOOR	Registration 10x10 Space:	\$125.00
	Corner 10x10 Booth (Only 4 available) *	\$50.00 (add'l)
	Security Deposit (Refundable)**	\$100.00



## INDOOR ONE-DAY CRAFT SHOW

**SATURDAY – AUGUST 17, 2023 • 9:00 a.m. - 4:00 pm**

- Craft Show during Melon Festival held inside the church, Fellowship Hall
- Spaces are 8' wide x 5' deep
- Table is provided (must be pre-arranged)
- **No Refunds**, Wi-fi available

### SET-UP TIME: Saturday, August 17, 6:00 am – 8:30 am

- You are responsible for loading/unloading your items, as well as set-up/tear-down of your space.
- The church parking lot will be available for **unloading only** between 6:00 a.m. and 8:30 a.m.

**First Presbyterian Church of Howell assumes no liability for loss, theft, damage, or injury to person or property, both for exhibitors and customers.**

**All proceeds go toward supporting PW's varied local missions and outreach programs.**

## OUTDOOR TWO-DAY CRAFT SHOW

**SATURDAY – AUGUST 17, 2023 • 9:00 a.m. - 8:00 pm**  
**SUNDAY – AUGUST 18, 2023 • 9:00 a.m. - 4:00 pm**

- On Grand River Ave. during Melon Festival
- Spaces are 10' wide x 10' deep (only 4 available)
- Bring your own booth materials

### Set-Up, & Tear Down

- All crafters will be given 30 minutes to unload their vehicles. To help with traffic, please unload your items, park in the designated crafter parking area, then return to start your set-up. **The set-up time is 5:30am – 7:30am Saturday, August 17.** All vehicles will be removed by 8:00am. Latecomers will **NOT** be accommodated and no refund will be issued. Each booth is required to have a 10x10 pop-up tent, tent weights (20 lbs. on all corners), tables, chairs, etc. **NO GROUND STAKES**, the street is concrete. Do **NOT** tape, tack, or otherwise affix any materials & signs to walls, trees, lamp posts, or other public & private property surfaces. All inventory boxes must be contained in designated booth area. You may **NOT** set-up on the grass, sidewalks, or street outside your booth. Crafters are required to transport and place their own booths, labor is not provided. Lastly, please respect your neighbors and patrons. **ALL BOOTHS MUST BE READY AT 9:00am.**
- There will be no vehicle access of the event footprint during the Howell Melon Festival. Cars will not be permitted until 4:00pm Sunday or until police deem it safe to enter. **All streets will be opened to vehicular traffic by 7:00pm on Sunday, August 18, 2024.** Labor will not be provided to help teardown any booths.

### Booth Location & Parking

Outdoor crafters will be located on Grand River Ave, between Chestnut & Center Streets. **The FPC Women will assign the Festival booths.** Crafters must park their personal vehicles in the designated areas only. **Further information will be provided by email by August 9<sup>th</sup>.**

### Acceptance & Denial

All crafter spaces are subject to availability and approval. Decisions to approve crafter space shall be at the sole discretion of First Presbyterian Church (FPC). All applications will receive due consideration. The application does not automatically reserve space and is only valid for the Howell Melon Festival event dates listed only. You will receive an email with an acceptance or decline within 30 days after application is received.

## Refunds

**No refunds of booth fees are given after notification of acceptance.** Any violations of the rules, regulations, or other application city/state/county ordinances will result in immediate dismissal from the festival in which, no refund will be issued. **At the sole discretion of FPC, any sales, displays, activities that are inappropriate or offensive will be warned. In extreme cases, the crafter will be asked to leave if actions or sales continue and no refund will be provided.**

## Non-Transferable

This agreement is non-transferable and may not be assigned to another party.

## Security Deposit

A separate security deposit check of \$100.00 for the Outdoor Two-Day option on Grand River Avenue must be provided. It will be shredded unless you provide a self-addressed, stamped envelope.

### Loss of Security Deposit will be caused by:

- Not leaving your booth space clean
- Leaving your booth unattended
- Closing your booth before permitted hours
- Disrespecting festival/church staff, local authorities, other crafters, or patrons
- Selling non-approved items

## Security

Police, EMS, & professional security will monitor and be present throughout the Festival. The Howell Melon Festival, its sponsors, members, and participants assume no liability for loss/damage to crafter cash, wares, & property. Precautions will be taken to guard against loss/damage.

## Sound, Electricity, & Water Hookup

No loud audio systems may be used, please be considerate of your neighbors. Generators are NOT allowed and NO ELECTRICITY is available to street crafters. Water hookups are NOT available to street crafters.

## Cleanliness & Trash Removal

Crafter agrees to maintain a clean and presentable booth. Crafter is responsible for the removal of ALL materials, litter, garbage, including boxes and signs, and may only deposit trash in containers provided by Howell Melon Festival for this purpose at specific locations within the Festival grounds. Boxes are to be broken down to fit in the disposal containers. Crafter will not dispose of any hazardous materials or burn any objects on the Festival grounds, such acts are strictly prohibited. **FAILURE TO COMPLY WITH CLEANUP PROCEDURES WILL RESULT IN FORFEIT OF SECURITY DEPOSIT AND POSSIBLY DENIAL IN FUTURE EVENTS.**

## Alcohol, Foul Language, & Threats to Safety

Consumption, promotions, sales, & possession of alcoholic beverages are NOT allowed in the Festival footprint, unless approved by the Howell Melon Festival. Foul language, threats to the safety & welfare of attendees, violations of any stated rules or actions will not be tolerated. Any violations will result in immediate removal from the premises and denial of future participation of the event.

## Use of Name

“Howell Melon Festival” is trademarked and may NOT be used to personalize items sold at the Howell Melon Festival unless, the Festival has negotiated, approved, & issued an exclusive Special Activities contract with you and arrangements have been made for the Festival to receive full commission or royalties on the sale of merchandise.

Do NOT attempt to use the name or any variation thereof on any kind of merchandise. The Howell Melon Festival will prosecute violators to the fullest extent of the law. This application is NOT a Special Activities Contract.



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• **AUGUST 17 & 18, 2024** •

First Presbyterian Church (FPC)  
Presbyterian Women (PW)

## CRAFTER APPLICATION

Name of Business: \_\_\_\_\_

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

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

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please describe your art/craft and send photos if available. \_\_\_\_\_

### Payment:

#### ONE-DAY INDOOR, August 17

- Held inside church, Fellowship Hall
- Spaces are 8' wide x 5' deep
- 1 8' table provided (must be pre-arranged)
- Wi-Fi is available, No refunds

\$60.00

#### TWO-DAY OUTDOOR, August 17 & 18

- On Grand River Ave.
- Spaces are 10' wide x 10' deep (details in Crafter Application)
- Bring your own booth materials

\$125.00

Corner Add-on Fee (Contact [craftshow@fpchowell.org](mailto:craftshow@fpchowell.org) for availability)

\$50.00

Security Deposit: (separate check & stamped envelope)

\$100.00

	# of Booths	Price	Check #
ONE-DAY INDOOR, August 17	_____	_____	_____
TWO-DAY OUTDOOR, August 17 & 18	_____	_____	_____
Corner Add-on Fee	_____	_____	_____
Security Deposit	_____	_____	_____
<b>Total Amount:</b>		<b>\$</b> _____	

Checks Payable to: FPC/PW (no refunds)

**Registration Deadline: August 9, 2024**



First Presbyterian Church  
323 W Grand River Howell, MI

(Date Received: \_\_\_\_\_) Check # \_\_\_\_\_ / \$ \_\_\_\_\_

## Insurance

FPC Crafters are not required to provide liability insurance. Only during the craft show hours, participants are included under the Church's policy. **The Activity Participation Waiver on the next page must be signed by all crafters, INDOOR and OUTDOOR, and returned with application.**

By signing, you agree to and understand all rules and what is expected.

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Signature	Date
<hr/>	
Printed Name	

## Photography Waiver

I authorize the Howell Area Parks & Recreation Authority and FPC/PW to use and reproduce any photographs, personal narrative, interviews, or audio video recording of my participation for any and all purposes.

\_\_\_\_\_ (initial indicating acceptance)

## Application Checklist

All items must be included to be considered for acceptance!

- Completed Application
- FPC Activity/Participation Waiver, signed & dated
- Security Deposit of \$100.00, OUTDOOR crafters only  
(separate check & self-addressed, stamped envelope, Made out to FPC/PW)
- Total Fee ( Made out to FPC/PW)

\*If a self-addressed & stamped envelope is not included with your application, your security deposit will be shredded (if crafter is in good standing) after the festival.

## Mailing Address:

First Presbyterian Church  
323 W. Grand River Howell, MI, 48843

517-546-0290  
craftshow@fpchowell.org



**FACILITY USAGE  
ACTIVITY PARTICIPATION AGREEMENT**



First Presbyterian Church, Howell  
323 W. Grand River, Howell, MI 48843  
517-546-0290

I/We the undersigned participant/authorized representative(s) of \_\_\_\_\_ (hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and/or grounds of The First Presbyterian Church, Howell, Michigan (hereafter the "Church") from \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_, for the purposes of:

\_\_\_\_\_ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our Organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, theft, personal injury or death that may occur during our use of the Church premises.

As part of the consideration for being allowed to use your facility, building and grounds, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death, which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

Organizations/Groups/Companies: I/We represent that our Organization carries liability insurance with a minimum liability occurrence limit of \$1,000,000, in effect as of the date of the Activity (*Certificate Attached*). I/We agree to name the Church as an 'additional insured' on our General Liability Insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

Individual Users: User promises and warrants that it will obtain signed Activity Participation Agreements from each participant in the Activity. Or, signer of this Participation Agreement warrants they are signing on behalf of the group involved in the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition.

I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

This document, along with the signed Building Use Agreement and its addendums/attachments is part of a total agreement of the parties and supersedes all prior written or oral agreements.

I/We have executed this Activity Participation Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_ (ORGANIZATION NAME)

BY:

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

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

*With the exception of weddings, this signed form shall accompany a signed Building Use Agreement for all non-church building use activities.*