36th ANNUAL KRIS KRINGLE HOLIDAY CRAFT SHOW

November 23 & 24, 2019

Show to be held at

The Hagerstown Community College ARCC Arena
11400 Robinwood Drive, Hagerstown MD 21742

You are invited to participate in the Kris Kringle Holiday Craft Show to be held November 23 & 24, 2019 at the Hagerstown Community College ARCC Arena. The show has been held for the past 35 years and I became the owner and promoter in 2016. Changes are being made each year to improve the growth of the show.

To apply, please fill out the application form and return it with your check to the address below. Returning exhibitors will be guaranteed the same booth if the application is received before March 30, 2019. On April 1, 2019 applications will be accepted from new exhibitors who wish to participate. Applications will be accepted on a first come first serve basis.

Kris Kringle Holiday Craft Show is a juried show. Sale of “Buy Sell” items purchased by the crafter and then sold under his or her name is STRICTLY PROHIBITED. All items must be hand made by the person (or persons) signing the application and that person must be in attendance at the show. All items for sale must be completed craft projects. As a new vendor you must submit at least five photos with each application. Four photos must be of the items for sale and the fifth must show a complete display. All new applicants must submit photos, even if you have been in the show previously. No exceptions. You will be juried in the order received and your cancelled check is your acceptance into the show.

There will be a $3.00 admission to the show and the proceeds from the door will be donated to two local non-profit organizations. All participants will receive pertinent information two months prior to the show. Please check the website for other information.

Set Up will be Friday, November 22, from 11 AM to 9 PM. Or Saturday, November 23, from 6 AM to 8:30 AM. Show times are:

Saturday November 23 – 9 AM- 5 PM
Sunday November 24 – 9 AM – 3 PM
Kris Kringle 2019
Holiday Craft Show Application
Nov. 23 & 24, 2019

Mail application to:
Note address change
Promoter-Brian Pitsnogle
P.O. Box 212, Cavetown, MD 21720 Cell 240-500-7656

Exhibitor: ____________________________________________________________

Business Name: ______________________________________________________

Address: __________________________________________________________________________________

City: ____________________________________ State: _______________ Zip:_______________________

E-Mail: ___________________________________ Phone: _______________________________________

Md tax number – (Do you have a MD Tax No.)  Yes ________ No _________ Each exhibitor is responsible for collecting 6%
Maryland Sales Tax. A list of vendors will be sent to state by the promoter and you will receive a
temporary license prior to show

Only accept applications for both days. Electricity is available at each booth inside only. All
requests must accompany the application. Max number of spaces (3) three.

Please mark number of spaces requested and calculate total.

Center Space 10 x 10 $230.00  # of spaces ___________ $_________

End of aisle 10 x 10 $240.00 # of spaces ___________ $_________

Wall 10 x 10 $250.00  # of spaces ___________ $_________

Wall space 12 x 12 $270.00  # of spaces ___________ $_________

Electricity per space $50.00  Yes ________  No ________ $_________

Outdoor Space 20 x 20 $250.00  # of spaces ___________ $_________

Outdoor Space 20 x 40 $400.00 # of spaces ___________ $_________

Chairs (1 per booth free) Additional Chairs $1.00 # of chairs _______ $_____

Table Rentals 6 ft. $8.00  Each     # of tables ___________ $_________

(Must be requested with application)

Make check payable to: Brian Pitsnogle Total submitted __________________

All above orders must be paid in advance to Brian Pitsnogle (No refunds after August 1, 2019)

Priority of booth assignment will be as follows: first come and first paid basis. Applications are received and
placed by seniority. Your cancelled check will be your acceptance into the show.

I do hereby agree to be responsible for the security of my exhibit and agree that the Hagerstown Community
College, nor Brian Pitsnogle will not be responsible, directly or indirectly, for any theft or damage. I do
hereby release and agree to defend and indemnify the above mentioned in respect to any and all injuries,
losses, claims, damages, actions, liability and expenses to persons or property arising from, related to or in connection
with the conduct of operation of my exhibit & my personal conduct.

Signature ___________________________ Date __________________________

Your signature on this application binds you to the requirements above. By signing this application
I am also agreeing to follow all the rules and instructions attached to this application.
Hurry and reserve your space today! First come basis.

Description of items for sale, please list everything you plan to sell!!
All displays must be set up during the set up period described in the show schedule. Any artisan not inside the building by the end of the set up time will not be allowed to set up and there will be no refund of monies in this case. Displays may be left at your own risk.

We have several rules that will actually help the Exhibitor do more business:

1. **Booth - Table covers must extend to the floor and be neat, clean and pressed.** Boxes MUST be kept on the floor under the tables. Trash must be placed in receptacles. (Empty boxes must be taken with you and the end of the show)

2. Exhibitors are contracted to show for the hours the show is open. No one may leave early unless permission to do so is granted prior to the show by the promoter.

3. Closing your exhibit or packing earlier than the closing hour stated in your contract is not allowed; unless the promoter makes an announcement that the show is closing early. Closing early or leaving will exclude you from future shows.

4. **PARKING - to insure plenty of parking for customers of the Craft Show, all exhibitors will be required to park their vehicles in the designated “Vendor Parking” areas. Signs will designate these areas and this rule will be strictly enforced. Each Vendor will receive a VIP “VENDOR PARKING PASS”. ALL VEHICLES IN VENDOR PARKING AREAS MUST HAVE A PARKING PASS DISPLAYED ON THE VEHICLE FILLED OUT COMPLETE OR IT WILL BE TOWED AT OWNERS EXPENSE. If you need additional parking passes, you can pick up the day of set-up. ON FRIDAY THERE WILL BE NO PARKING IN THE BACK OF THE GYM AREA IT WILL BE DROP OFF AND PICK UP AREA ONLY. PAID PERSONNEL WILL TRY TO CONTROL THAT VENDOR AREA. FAILURE TO COMPLY EXCLUDES YOU FROM FUTURE SHOWS.**

5. **A signed contract, which is accepted into show, is a contract to do the show, if the exhibitor cancels after August 1, 2018 or fails to report to the show, there WILL BE NO REFUND OF ANY MONIES, FOR ANY REASON. YOUR CANCELLED CHECK WILL BE YOUR ACCEPTANCE INTO THE SHOW.** There will be a $35.00 charge for any returned checks. Please keep this instruction sheet for your records.

6. **There is to be no subletting of sharing of booth space. No “Buy Sell” products.**

7. **Children under the age of 12 are not allowed in booths. Exhibitor’s children are not allowed to ride on golf carts. No balloons are allowed in building.**

8. **Tent framing is allowed but no canopies are allowed inside the gym. You must stay within your space. Nothing in aisles.**

9. **We are on a gym floor. If you wish to bring carpet it must fit in your booth space.**

10. **All food exhibitors are required to cover their floor with appropriate covering. You must call the local Health Dept for your permit. 240-213-3200.**

11. **Booth priority is based on exhibitor seniority, when dated application is received by promoter and placement is at promoter’s discursion.**

**NOTE: PROMOTER’S ADDRESS CHANGE**

12. The promoter has the final say in all matters pertaining to this show. If you are interested in displaying your craft at this show, fill out the enclosed application and return it, along with your check and mail to: BRIAN PITSNOGLE, P.O. BOX 212, Cavetown MD 21720, as soon as possible. First come basis, limited spaces available. For more Information call Brian at 240-500-7656, or email brianpitsnogle@gmail.com.
ATTENTION VENDORS

Certificate Must be received by October 15, 2019

All vendors must have General Liability Insurance coverage. Proof of Liability Insurance must be in the hands of the Promoter by October 15, 2019.

The Liability Insurance Certificate does not need to be sent with the application for the show.

Here is the criteria your policy must contain.

GENERAL LIABILITY

Limits of Liability

- General Aggregate Limit $2,000,000
- Each Occurrence Limit $1,000,000
- Property Damage Limit (any one fire) $300,000
- Medical Payments Limit (any one person) $5,000

Special Provisions

- The insurance certificate(s) shall indicate that the Commercial General Liability policy carries an endorsement which names the Owner, Hagerstown Community College, as Additional Insureds.
- The insurance shall be primary and any insurance carried by the Parties shall be primary and noncontributing.
- The insurance shall include a Waiver of Subrogation.

No vendor will be permitted to set up or participate in the show without complying with this requirement. This is a requirement of the Hagerstown Community College.

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A copy of the Certificate must be mailed to Brian Pitsnogle at P.O. Box 212, Cavetown, MD 21720, or emailed to: brianpitsnogle@gmail.com. It must be sent as soon as possible. Promoter must have in hand before show. If you do not obtain this insurance you will not be permitted to set up or participate in the show.

Insurance can be purchased thru ACT Insurance.

https://www.actinsurance.com/