

BeWitched & BeDazzled

May 1, 2016



Dear Prospective Exhibitor,

P.O. Box 80933
Rochester, MI 48308

How about a little fun during the month of October?

On behalf of the Meadow Brook Theatre Guild, we would like to invite you to participate in our **BeWitched & BeDazzled** event. This unique event is a fundraiser to benefit Meadow Brook Theatre where we anticipate over 300 women will gather at the Palazzo Grande in Shelby Twp. Before lunch and after our program there will be a shoppers' market of 30 exhibitors. In keeping with our **BeWitched & BeDazzled** theme, we encourage all exhibitors and attendees to be part of the fun by wearing elegant, whimsical (not scary or gory!) costumes appropriate for the season, although this is not required.

Event date: Thursday, October 13, 2016

Event location: Palazzo Grande, 54660 Van Dyke Ave., Shelby Twp, MI 48315

Shopping times: 9:00 am to 11:30 am (before lunch and entertainment) **AND** 12:30 pm to 2:00pm

All Exhibitors must be packed up and have vacated the venue by 3:00pm

Please note: Shopping will be closed during lunch and entertainment

In order to encourage a successful show, all items sold are to be creatively displayed. We ask you to send 2-3 photographs of your items and 1 of your display along with your application. All Exhibitors' applications will be juried for this event. Send application, photos and check for booth space to: **BeWitched & BeDazzled, P.O. Box 80933, Rochester, MI 48308.**

Space is limited. There are approximately **30** single spaces available. A limited number of Exhibitors will be accepted in each category in order to maintain a balanced representation. All Exhibitors will be located in the dining area.

The **fee** for the 10 ft. x 10 ft. exhibit space is **\$125.00** and includes one or two covered 8 ft. table(s) and 1-2 chair(s) (if needed.)

We ask that each Exhibitor provide one (1) saleable item (\$25.00 minimum) for use as a door prize.

If you would like to purchase a **box lunch for yourself/helper**, you may do so at the time of your application. The cost for each box lunch is \$15.00. (The lunch includes a turkey wrap sandwich, chips, apple, cookie and bottled water.) Please notify us if you need a gluten-free or vegetarian lunch.

Please submit your application form, photographs and your check (payable to **The Guild**) by August 15, 2016. The Jury Committee will meet to review the applications. Notice will be sent to applicants, by either e-mail or regular mail, upon acceptance to the show. The Jury Committee will be meeting during the summer/early fall to jury the applications and will notify Exhibitors as approved.

Thank you for your interest in **BeWitched & BeDazzled**. We look forward to receiving your application. If you have any questions or desire additional information, please contact Suellen Parkes, Exhibitor Co-Chair, 586-419-3600 or ndn44@hotmail.com

Hoping to hear from you,

Suellen Parkes & Dorothy LaBay

BeWitched & BeDazzled Exhibitor Co-Chairs

Meadow Brook Theatre Guild is a 501 (c)3 organization whose mission is to support Meadow Brook Theatre.



Meadow Brook Theatre Guild* is proud to present:



BeWitched & BeDazzled

A Wickedly Fun Luncheon and Boo-tique

Thursday, October 13, 2016, 9:00 am –

3:00 pm Palazzo Grande, 54660 Van

Dyke, Shelby Twp., MI

Applicant Name _____ MI Sales Tax # _____

OR Valid 501(c)(3) _____

Company Name _____

Address _____ City _____ St _____ Zip _____

Phone Number _____ Email address _____

Website _____ Category of Products _____

Description of items and price range _____

Do you need electricity? _____ Do you need a table? 1 _____ 2 _____ 1 or 2 chairs? _____

Charges: Booth area \$125.00 \$ _____

Box Lunch (Optional) _____ x \$15.00 each \$ _____

Total Cost \$ _____

Please make checks payable to "The Guild"

Please mail completed application along with 2-3 photos of your display and items representative of what you will be selling, and a check to:

BeWitched & BeDazzled, P.O. Box 80933, Rochester, MI 48308, Attn: Sue Jayroe

Applications will be mailed out May 1, 2016. Application will be due August 15, 2016. Notification of acceptance will be sent by September 10, 2016.

Any Questions: Suellen Parkes (Co-Chair, Exhibitors) 586-419-3600, ndn44@hotmail.com

TERMS & CONDITIONS:

- Submission of forms and payment does not guarantee acceptance. All required information will be reviewed and judged by the committee. Unaccepted exhibitor checks/photos will be returned.
- Any and all property of the exhibitor is the sole responsibility of the exhibitor while on the premises, even while loading and unloading. Exhibitor is responsible for all loading and unloading of their merchandise.
- Exhibitor must display and sell merchandise within the boundaries of the rented space only.
- Displays should be on site no later than 8:00 am and set up no later than 9:00 am on Thursday, October 13th. Displays will remain until close of the show same afternoon, approximately 2:00 pm.
- Inappropriate (vulgar, offensive and/or indecent) items are not permitted. Questionable items will be removed without argument upon request of show management.
- The following will be available for each reserved space at no additional charge: one or two, 8 ft. table(s) with covering, 1-2 chairs, one (1) 10' wide x 10' deep space, electricity to those making the request.
- During lunch & entertainment shopping is closed. In addition, the Exhibitor area should be quiet (i.e. cell phones set to vibrate/silence, no talking, etc.) as there is NO room divider between the shopping and entertainment area.
- **Each exhibitor will provide ONE saleable item for use as a door prize. (\$25.00 Minimum)**
- Submission of form indicates agreement with above-stated terms and conditions.

I agree to the above terms. Your Signature: _____ Date: _____

or Guild Use Only:

Date App. Rec'd _____ Juried Date _____ Accepted _____ Declined _____ Notification Date _____

Payment Rec'd _____ Total Amount _____ Check # _____ Bank & City _____