

June 25, 2015

You have received this email because you are signed up for The Southern Vermont Art and Craft Festival.

**THIS EMAIL REFERS ONLY TO THE FOLLOWING FESTIVAL:**

**The Southern Vermont Art & Craft Festival. July 31-August 2  
66 Colgate Heights Bennington, VT 05201**

**ADDITIONAL or OUTDOOR POWER** is limited. It is available for \$50/400 watts. **We must know by July 15!** Additional power requests made during setup/after the cables have been laid will cost \$100/400 watts and will not be available for outdoor booths.

**Directions:** The site is located at Camelot Village on RT 9 in Bennington. The address is 66 Colgate Heights, Bennington, VT 05201. . A map of the immediate area is located festival page of our website – [www.craftproducers.com](http://www.craftproducers.com).

**Hotels:** There are numerous hotels in the Bennington area in all price ranges. We cannot compete with internet sites like priceline.com and hotels.com. They are your best for deals on hotels. Share lodging information with other exhibitors on our Facebook page ([www.facebook.com/artsfestivals](http://www.facebook.com/artsfestivals)).

**Tax Info:** If you don't already have a Vermont tax number, you need to contact the Vermont Department of Taxes, PO Box 547, Montpelier, VT 05609 or call 802.828.2551. If you sell specialty food or wearable fiber you probably do not need a tax id. Otherwise, please send us your tax number. We **MUST** report it to the state.

**Sales tax is 6%.** Clothing and specialty foods are not taxed.

**BOOTH:** You will receive your booth assignment when you arrive at each show.

**ELECTRICAL CORDS MUST BE 3-PRONG, 14-GAGE, at least 25' LONG AND APPROVED FOR OUTDOOR USE.**

**SETUP:** Hours for setup are Thursday from 11am to 6pm and Friday from 7am to 9:30am. If you have a very large vehicle, such as a motor home or a truck larger than a van, you may arrive as early as 10:00am on Thursday. **PLEASE DO NOT SET UP UNTIL WE HAVE ARRIVED AND YOU ARE CHECKED IN.**

You must call us if you will be arriving after 6PM on Thursday so we can alert security or you will not be allowed to set up. If you do not check in by 8AM Friday morning, we will fill your space

**unless** you notify us in advance. If you are running late, call the cell phone numbers below; emails are not acceptable during setup.

When you arrive at the site, look for the reception tent/table and for someone to give you your exhibitor packet, which will include information, badges, your booth number, and directions to your spot. Drive your vehicle to your spot and pull in, perpendicular to the tent. Someone should be inside each tent to help you find your space, and there will be a flag in the ground with your booth number on it. Unload then move your car to the **approved** parking area. **AFTER** parking, you may start to set up.

**SHOW HOURS** are Friday and Saturday 10-5 and Sunday 10-4. We expect you to be open on time and to be on the premises throughout the show. It is fine to take a short break, but it is unprofessional to leave your booth unattended for any length of time. Please get a neighbor or friend to cover for you. **Do not break down early on Sunday.**

**PARKING:** Exhibitor parking during the show is on the back ½ of the public lot across the street. The site is small. **No exhibitor parking will be allowed on the site.** Please park in your designated area (the back ½) and leave the front open for public.

**TRAILER PARKING:** The site is tight; no trailers will be allowed on the site. Trailer parking will be laid out in the front left section of the public lot. We will show you exactly where when you check-in.

**BREAKFAST:** We will provide complimentary continental breakfast with coffee on Friday morning of at approximately 830am in the area of the food court.

**TENT INFO:** This is a tented Festival. We rent the best; however, tents sometimes leak. They also require attention. The Tent Company has two staff people to care for us; however, in the event of a sudden or severe storm, we must all work together. If you need assistance or would like to become more familiar with tent procedures, let us know. There are new techniques to open and close the flaps, so please ask for a demonstration. **Also, condensation may form overnight.**

***SMOKING IS NOT ALLOWED IN THE TENTS.***

**MUSIC:** Playing music inside your booth should be done at reasonable levels. If your neighbors complain, we will ask you to turn it off.

**CAMPING:** Free camping is available on the site. It is on the back section of the parking lot. Please camp as far back as possible to leave ample parking for the public. If you set up in the wrong area, we will ask you to move. The Town of Bennington approves where you may camp so please comply.

**SECURITY:** No one may enter the tents before 9:00am on Saturday and Sunday. If your morning setup requires earlier entry, ask for permission from Charley or Tim. After the show closes in the evening, you may not enter the tents without being escorted by security personnel.

IF YOU NEED TO CONTACT US THE WEEK OF A SHOW (MON-FRI) IT MUST BE DONE BY PHONE. WE MAY OR MAY NOT HAVE ACCESS TO EMAIL WHEN AT SHOWS.

Office number: 802.425.3399

Email: [info@craftproducers.com](mailto:info@craftproducers.com)

Website: [www.craftproducers.com](http://www.craftproducers.com)

Fax number: 802.425.3711

Emergency cell phone from Wednesday of the week of the show between 9AM and 6PM ONLY:  
Charley: 802.922.1859 and Tim: 802.489.6650.