

**Dear 2015 Craftproducers Exhibitor,**

Welcome to our 2015 season! We look forward to a fun and profitable season with you. This letter contains important information, so read it carefully. You will receive more information about each show closer to the show date. If you need to contact us with any questions or concerns, call 802.425.3399 or email us at [info@craftproducers.com](mailto:info@craftproducers.com). Our fax is 802.425.3711. We will also have informational updates on our website at [www.craftproducers.com](http://www.craftproducers.com), so check it regularly. This document includes the following sections:

- ❑ **PAYMENT INFORMATION**
- ❑ **SHOW INFORMATION**
- ❑ **PUBLICITY INFORMATION**

*For the most current information on any subject please check the exhibitor page of our website.*

## **PAYMENT INFORMATION**

**Invoices:** You will only receive one invoice from us this year and it will include all your shows. Invoice line items will indicate booth sizes for each show with separate line items for corners. **To ensure you have the correct booth and show assignments, please verify that the information on the invoice is correct.** If it is not, contact us immediately.

**To Pay with Postdated Checks:** The best, easiest, and preferred way to pay us is to send postdated checks. This method allows you to send us a batch of checks that are individually postdated for each show. We will not cash a check until the posting date arrives, which is about six weeks before each show. You can put the checks in the mail today.

**To Pay With a Credit Card:** If you paid your deposit by credit card, we will keep the card information on file. **However, we will not charge shows to it unless you SPECIFICALLY tell us to.** Charges will be done on the due dates. Due to the high cost of credit card processing fees, a 3% charge will be added for credit cards. A credit card authorization form is attached with this email. Please complete it and mail/fax/email it to us.

**Cancellation Fee:** If you cancel a show, we expect professional courtesy; a written note, an email, or a phone call will suffice. As stated on our application, there is a minimum cancellation fee of \$150 for each show cancelled. Once you have fully paid your balance for a show and you cancel, there **might** be a partial refund **if we are able to fill your space.** No refunds are available within 30 days of a show.

**Finder's Fee:** We are always on the lookout for new exhibitors. Encourage an artist to apply, make sure he or she tells us you are the reason, and we'll pay you a \$50 finder's fee which we will either apply to your open invoice or, if your invoice is paid, we will issue you a credit for the future.

**Responsibility:** Although there is much we are responsible for, we are not responsible for the weather, war, acts of God, and so on. If a show is canceled due to events beyond our control, there will be no refunds. If Craftproducers decides to cancel a show, based on a decision we control, refunds will be issued.

## **SHOW INFORMATION**

**Camping:** Free camping is available at all Vermont shows. At all other Vermont shows, camping is free but without showers or hookups. Hookups are available at the Saratoga Balloon and Craft Festival. Anyone camping there must pay and post an approved certificate in your windshield. The fees are \$10 per night per campsite and \$30 per night for a hookup.

**Demonstrations:** If you wish to demonstrate at a show, we may be able to give you extra space inside the tent at no additional charge. If your demo is outdoors, call for details.

**Lodging:** For lodging information contact the Chambers of Commerce around the locations of the shows. If you find good deals, let us know so we can tell other exhibitors. Even better, share your finds on our Exhibitor Message Board (link on the Exhibitor Info page of our website). Also, use the Internet services like Priceline, Expedia, etc. Stowe Area Association: 802.253.7321 or [www.gostowe.com](http://www.gostowe.com)

- Also, in Stowe, Stowe Country Homes (800) 639-1990 [www.stowecountryhomes.com](http://www.stowecountryhomes.com)
- Manchester Chamber of Commerce: (Hildene Fall) 802.362.2100 or [www.manchestervermont.net](http://www.manchestervermont.net)
- Bennington Chamber of Commerce (802) 447-3311 (Southern Vermont)
- Saratoga County Chamber of Commerce (518) 584-3255
- Greater Manchester NH Chamber of Commerce (603) 666-6600

**Pets:** No pets are allowed in the tents or festival area during show hours. Pets are allowed in the camping area and during setup, breakdown, and outside of show hours. Saratoga: Thursday Noon-6 and Friday 8Am-Noon. New Hampshire Thursday Noon-6 and Friday 8Am-Noon.

**Security:** There is security at all shows. However, we wish to remind you that your booth and your work are your responsibility. **Upon closing each day, no one will be allowed to reenter the tents or buildings.**

**Setup Hours:** These are the tentative hours for check-in. Once checked in you may stay later and setup. These times are subject to change, you will receive more information closer to the actual show dates.

**Vermont Shows:** 11am-6pm on Thursday. 7-9am on Friday. **Saratoga:** Thursday Noon-6 and Friday 8Am-Noon. **New Hampshire:** Thursday Noon-6 and Friday 8Am-Noon.

If you fail to arrive two hours before the opening time on opening day, you will forfeit your space and will not receive a refund. If you are having problems, running late, or have an incredibly easy setup, please **call** us on our emergency cell phone numbers, which we will give you when we send the specific show instructions at a later date.

## *PUBLICITY INFORMATION*

**Press Information, Publicity, and the Website.** We did a good job last year getting photos of your work and links to your email and website addresses in the 'Our Artists' section of the website. We are also collecting short bios and action photos, which we are using to develop the press section on the site. The best material we have will be used for the press releases that we place with newspapers and in the program inserts.

If we do not have a bio and a good action photo of you working in your studio, please try to send them by email so we can use them. If, at any time, you want us to use a different photo of you or your work, please let us know and send us the new photo either by email or CD with a note to replace the photo on the site.

Also on the website this year, show information such as setup and directions will be posted so you can easily look it up when needed. Visit the Exhibitor Info page for show graphics to use on your website, to see photos of past shows and share your own photos, and for other exhibitor information. Please continue to make suggestions about the best ways to improve the website.