

September 2, 2015

Welcome to our 2015 Fall Season! You have received this because you are signed up for:

The Manchester Fall Art & Craft Festival, October 2-4, 2015

The Practice Tee at Riley Rink.

410 Hunter Park Rd. Manchester Center, VT 05255

Exhibitor Parking: There will be two parking areas for exhibitors. If you park on site inside the gated area you will not be able to enter/exit during the show. You may park in the public parking lot outside the fenced area if you need to enter/exit during the show. **You will not be allowed to drive into or out of the gated area when the show is open.**

Camping: Free camping is available. NO OPEN FIRES OR CAMPFIRES ARE ALLOWED AT THIS SITE. The only facilities provided are the show restrooms. Please use them. Do not use the woods.

Directions: The site, The Practice Tee, is located on Route 7A at Riley Rink Road. You will access the site from RT 7A. The street address is 410 Hunter Park Road, Manchester Center, VT 05255. There is a map to the site on our website.

Arrival: You must arrive at the show no later than 9AM Friday. If you are running late, call us so we can save your booth space. (See cell numbers below.) If you don't notify us by 9AM, it's likely we will fill your space.

Hotels: Call the Manchester Chamber of Commerce at 802-362-2100 for best prices. Share lodging information with other exhibitors on our facebook page (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.

Sales tax is 7%. Clothing and specialty foods are not taxed.

Saturday Party: There will be an exhibitor party at the close of the show on Saturday. We will provide snacks and beverages. Please join us for a drink.

Breakfast: We will provide complimentary continental breakfast with coffee on Sunday morning at about 9:00 am in the food court.

GENERAL INFORMATION:

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

NOTE: ELECTRICAL CORDS MUST BE 3-PRONG, 14-GAGE, 25' LONG AND SUITABLE FOR A WET LOCATION.

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 at 10:00am on Thursday, unload the vehicle into your booth and move it.

When you arrive at the site, look for the reception tent/table and for someone to hand 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. There will be a flag in the ground with your booth number and name on it. Unload then move your car to the **approved** parking area. **AFTER** parking, you may start to set up.

PLEASE DO NOT SETUP UNTIL YOU HAVE CHECKED IN. Although we lay the tent out before hand it is not uncommon to get last minute additions/cancellations. The info in the tents may be wrong as it was printed a couple days earlier. The most current data is at the check in tent.

SHOW HOURS are 10-5 daily. 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.**

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.

PLAYING MUSIC IS NOT ALLOWED IN YOUR BOOTH UNLESS YOU ARE A MUSIC EXHIBITOR.

SECURITY: No one may enter the tents before 9:00am on Saturday and Sunday without permission from Tim or Charley. After the show closes 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

Website: www.craftproducers.com

Fax number: 802.425.371

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

See you there,

Tim Cianciola

Charley Dooley