

September 6, 2017

Welcome to our 2017 Fall Season! You have received this email because you are signed up for one of our Fall shows. You should receive a separate email for each, Manchester, VT and Stowe, VT, that you are signed up for.

THIS EMAIL REFERS ONLY TO THE FOLLOWING FESTIVAL:

The Manchester Fall Art & Craft Festival, September 29 - October 1, 2017

Riley Rink

410 Hunter Park Rd. Manchester Center, VT 05255

Exhibitor Parking: There will be a designated parking areas for exhibitors around the building.. You may also park in the public lot.

Wifi: There is not wifi it this site. There is good cell phone service.

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. There are showers. They are free, we will provide a schedule closer to the show date.

Directions: Riley Rink is located on Route 7A at Hunter Park. 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.

Outdoor Exhibitors: Please note: outdoor booths are located on pavement. Have weights for your tent.

Hotels:Your best bet is a website like Priceline. Governors Rock Motel has made exhibitors happy in the past, 802-442-4734. 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:

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

SETUP: Hours for setup are Thursday from 10am to 7pm and Friday from 7am to 9:30 am.

YOU WILL RECEIVE YOUR BOOTH NUMBER AND CHECK-IN TIME IN CLOSER TO THE SHOW DATE.

We will try to get people into the building in the order they are located. This is to make setup easier for everyone. The info will come closer to the show date.

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.

The building will open for setup until 7pm.

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.**

SMOKING IS NOT ALLOWED IN THE BUILDING. If you go outside to smoke please do not leave butts on the ground.

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

SPECIALTY FOOD EXHIBITORS: You do not need a health permit to sample. Exhibitors selling wines or spirits can get a permit from the VT Dept of Liquor Control (802) 828-2345.

Office number: 802.425.3399

Email: info@craftproducers.com

Website: www.craftproducers.com

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