

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..

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

**The Stowe Foliage Arts Festival, October 6-8, 2017. Topnotch Field, 4000 Mountain Rd. Stowe, VT.**

**Exhibitor Parking:** There will be two parking areas for exhibitors. If you park on site inside the fenced 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 fenced area when the show is open.**

**Wifi:** There is not wifi on the field. There is good cell phone service.

**Water:** There is NOT potable water at this site. You need to bring your own or purchase it from the food vendors.

**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: From Vermont Interstate 89**

Exit #10 off VT Interstate 89 onto Route 100 North to Stowe. Follow Route 100 for ten miles to a three-way stop in downtown Stowe. Take a Left at the 3-way stop onto Route 108/The Mountain Road (towards the ski area). The site is on the left on the Mountain Rd at 3420 Mountain Rd.

**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** For hotel information please contact the Stowe Area Association. The number is 802.253.7321 or <http://www.gostowe.com>

**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 6%.** 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 the Sunday morning at about 9:00 am in the food court.

**Heaters:** We want to set some expectations for the heat. The tents are large, high, drafty, and have open doors. It is not possible to heat every inch of the tents to a constant 72 degrees. There will be warm and cold spots. We try to for about 60-65 degrees: Enough so it is not cold but not too hot for the public in coats. You may need a sweater; don't expect to be in a short sleeve shirt. We will do the best we can but some people will be too hot and others too cold. We know it; we strive for a happy medium.

#### **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 10am to 5pm and Friday from 7am to 9:30am. 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. 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.

On Thursday after you have checked in you may setup until 8pm.

**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.

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

Cell phone from Wednesday of the week of the show between 9AM and 6PM ONLY: Charley: 802.922.1859 and Tim: 802.489.6659.

See you there,

Tim Cianciola

Charley Dooley