

The Southern Vermont Art & Craft Festival. August 2-4, 66 Colgate Heights Bennington, VT 05201

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 on the festival page of our website – www.craftproducers.com.

SETUP: Hours for setup are Thursday from 10am to 6pm and Friday from 7am to 9:30 am. If you have a very large vehicle, such as a motorhome or a truck larger than a van, you may arrive as early as 9:30 am 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 5PM on Thursday so we can alert security or you will not be allowed to set up.

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.

ARRIVAL: 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.

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 area near Route 9 in the public lot across the street. The show site is small. No exhibitor parking will be allowed on the site. Please park in your designated area and leave the closest open for handicap and public.

TRAILER PARKING: The site is tight; no trailers parking 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.

WIFI: There is no wifi at this site. There is cell service, adequate but not great from some providers.

ELECTRICITY: 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. (All booths inside tent have plug and 400 watts.)

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

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).

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.

EXHIBITOR PARTY: More details to come.

BREAKFAST: We will provide complimentary continental breakfast with coffee on Sunday morning of at approximately 9:00am 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.

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.

CAMPING: Free camping is available on the site. It is on the back section of the parking lot nearest the road. 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. **NO CAMPING IS ALLOWED ALONG THE TREE LINE. YOU MAY ONLY CAMP ALONG THE ROAD OR IN FRONT OF VET OFFICE. IF YOU TRY TO CAMP ALONG THE TREES YOU WILL BE REQUIRED TO MOVE. NO EXCEPTIONS.**

IF you have any questions, please ask at check in.

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.

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.

See you there.

Tim Cianciola

Charley Dooley

Office number: 802.316.5019

Email: info@craftproducers.com

Website: www.craftproducers.com