

The Manchester Fall Art & Craft Festival, October 4-6

Riley Rink

410 Hunter Park Rd. Manchester Center, VT 05255

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.

SETUP: Hours for setup are Thursday from 10am to 6pm and Friday from 7am to 9:30 am. 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.

If you check in before 6pm, the building will open for setup until 8pm.

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.

SHOW HOURS are 10-5 Friday and Saturday and 10-4 Sunday.. 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.**

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

INSIDE THE BUILDING EXHIBITORS: Unlike the tented shows, all spaces are inside the building. There are no perimeter spaces.

OUTDOOR EXHIBITORS: Please note: outdoor booths are located on pavement. Have weights for your tent.

ELECTRIC: ADDITIONAL or OUTDOOR POWER is available for \$50/400 watts. Let us know in advance. Any power changes must be complete by 9/15/2018. Additional power requests after this date will not be able to be honored. (Note: All 10x10 booths inside the building have a plug with 400 watts.) **NOTE: ELECTRICAL CORDS MUST BE 3-PRONG, 14-GAGE, 25' LONG AND SUITABLE FOR A WET LOCATION**

WIFI: There is wifi at this site. However, it is not designed for large crowds using it. So be judicious in how you use it. Last year it crashed often causing issues with exhibitors confirming sales. Please limit your wifi use. There is good cell phone service - use your phone to surf the web.

CAMPING: Free camping is available. You can get a map at check in of approved camping areas **NO OPEN FIRES OR CAMPFIRE 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.

HOTELS: Your best bet is a website like Priceline. Governor's 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.

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.

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

Office number: 802.316.5019

Email: info@craftproducers.com

Website: www.craftproducers.com