

48th ANNUAL SEE 'N' SELL ARTS AND CRAFTS SHOW

EXHIBITOR GUIDELINES AND INFORMATION

****Please bring this information with you!**

BOOTH INFORMATION

Arts and Crafts Booths. If you registered as an Arts & Crafts Exhibitor, products must be handmade, handcrafted goods. No buy/sell will be allowed in the Arts & Crafts Booth areas. We understand that handmade goods often incorporate a portion of prefabricated items. If a booth is deemed to include more than 30% prefabricated items, you will be expected to pay the difference for a commercial booth (i.e. if you paid for an Arts & crafts booth, but have over 30% prefabricated items, **you will pay the additional \$50 for the cost of a commercial booth.**)

Commercial Booths. Commercial exhibitors for nationally known brands (Avon, Scentsy, etc.) will be limited to one exhibitor per company. If more than one application is received for a nationally known product, the first application received with payment will receive booth space.

It will be at the discretion of the Event Coordinator as to whether a booth will qualify as an Arts & Crafts Booth or a Commercial Booth. We will have a total of 246 booths this year. In addition, the Event Coordinator reserves the right to refuse any booth or item.

No straw bales, hay bales, or live trees may be used in any display. Also, the Americans with Disabilities Act will be followed, which states that **ALL display merchandise must be within the designated taped booth space.** In addition, because of the Brady Bill, no craft items that resemble weapons will be allowed. Smoking is prohibited in The Bicentennial Center at all times. For everyone's safety, these laws will be enforced.

ADVERTISING AND PROMOTIONS

Our marketing committee promotes the show throughout the region via radio, newspaper, flyers, websites, and crafters' publications.

PRIOR TO THE SHOW

Check-In and Set-Up. All Exhibitors **must check in** at the Registration Table **prior** to unloading. Check-in and set-up will begin Friday, November 21, 2014, from 2:00 pm until 9:00 pm, and will continue on Saturday from 6:30 am until 7:30 am. All booths not accounted for by 7:00 am on Saturday will forfeit their space and fee. *All booths must be set up and ready by 7:30 am.*

Consumable on the spot food vendors: If you sell food items that are consumable on the spot, you **MUST** contact the Bicentennial Center prior to the day of the show to complete their food vendor's agreement. Call Lee @ (785)826-7200.

Tables and Electrical. Tables reserved in advance will be placed in Exhibitor's booth prior to set-up time. Chairs are available at no charge on a help-yourself basis. Electricity will be provided to those who have requested it on their Registration Form at the cost of \$25. **Exhibitors will need to provide their own extension cord(s).**



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A Fundraising Event Brought to you by

Girl Scouts of Kansas Heartland

360 Lexington Rd, Wichita, KS 67218

316-684-6531 or 888-472-3683

www.kansasgirlscouts.org

Unloading and Parking. Exhibitors may park close to the doors for unloading. As soon as your truck or vehicle has been unloaded, please move it to the back of the east parking lot. There are many Exhibitors needing to unload at the same time, so please be courteous to your fellow Exhibitors and do not leave your vehicle parked in an unloading zone while you are inside setting up your booth space. There are a small number of carts available at the arena unloading area for use and we ask you be courteous about using them in a quick manner so others can use them.

DURING THE SHOW

Name Tags. Exhibitors will be provided with three name tags as part of their Registration Fee. Name tags will allow exit and entry into the Event throughout the day. Additional name tags may be purchased for \$4.00 each.

Lunch. For the convenience of Exhibitors, a box lunch will be available for purchase at the Bicentennial Center's cost of \$11.00. **Lunches may be requested and paid for when submitting the Registration form.** Lunches must be requested no later than Monday, November 17. Lunches will be delivered to each Exhibitor's booth. There will **not** be an opportunity to purchase a boxed lunch the day of the event if you've not preordered one. Concessions will be available throughout the day from the Bicentennial Center concession stand.

Sales Tax. All Exhibitors are required to collect and pay sales tax on all merchandise sold. A Temporary Sales Tax Packet with a tax chart and tax form with instructions will be provided to all Exhibitors. Exhibitors are required to meet all state registry and licensing requirements

Leaving Your Booth. Please do not leave your booth unattended. If you need a short break or to go to the bathroom, please flag down a volunteer. Volunteers will be roaming throughout the Event, wearing red aprons with the See 'N Sell logo on the front.

Security & Insurance. Neither the Girl Scouts of Kansas Heartland nor The Bicentennial Center is financially liable for any losses, damages, or mysterious disappearances' of any kind. We recommend all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Exhibitors should not leave cash or merchandise unattended during the Event.

AFTER THE SHOW

Take-Down. All doors to The Bicentennial Center will be accessible for takedown on Saturday afternoon at 4:00 pm. After booths have been dismantled and merchandise is ready to be moved, vehicles will be allowed to drive up to the doors for loading. Exhibitors should be patient and courteous as there are many booths needing to be moved out in a short period of time. All booths must be cleared out by 7:00 p.m. on Saturday. The building will be closed and locked after this time. All debris should be cleared from the booth space prior to leaving. Volunteer assistance with taking down your booth is not guaranteed; **please plan accordingly for the support you need to set up and take down your booth.**

The above guidelines are intended to assist all of us. Therefore, the Girl Scouts of Kansas Heartland, Inc. reserves the right to refuse any booth or items that do not meet our guidelines or exceeds space limitations. Violators will be asked to leave the show.



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