

GENERAL SHOW GUIDELINES FOR NEW MEMBERS

The show meeting is important for all to attend, especially new members. It's a chance to see the floor plan, check that your booth requirements are correct and ask any questions you may have. There are usually a few small jobs during set-up that we need volunteers for. So please try to attend.

Advertising will be available at the meeting.

The poster/handout is online on our website, and usually attached to the show meeting email you'll receive. Please feel free to print copies or send them electronically to your friends and customers. You can also post it on your Facebook page or website

We usually draw for 5 or more door prizes during the show, so we will be asking for volunteers to provide a door prize with an approximate value of \$50-\$60. If you wish, we will reimburse you a portion of your cost. The first 5 people are entitled to the reimbursement but we will take additional donations if you wish.

General show info:

The show is the second weekend with set-up on the Friday, however we do not know the exact time you will be allowed to set-up since that depends on what the Valhalla has booked into the rooms that day. A notice email will be sent early in November with exact time, and also the time will be posted on our website. The artisans are usually allowed in to set-up around 3pm. And must be complete by 9pm that night...NO EXCEPTIONS. The Saturday morning is for doing last minute touch-ups only.

All booths have electricity, however the nearest outlet or power box may not be right in your booth. So bring your own extension cords to access power. Power bars are also a good idea if you have several cords to plug in.

The rooms have banquet lighting, meaning not so bright chandelier type lights quite high up, so you may want to bring your own lights too.

Your booth area will be taped off. You must leave the tape on the floor until Saturday morning so that the executive can check Friday night to ensure everyone is within the confines of their booth. You must leave room for you and your tables to fit within your space. If you have a single booth you have 10 ft frontage and 8 ft deep; a half booth is 5 ft frontage and 8 feet deep; a 1 1/2 booth is 15 ft frontage and 8 ft deep; a double booth is 20ft frontage and 8ft deep. Most tables are 2 1/2 ft by 6 or 8 ft., so keep these measurements in mind when planning your layout.

If there is something wrong with your booth requirements during the Friday set-up, please DO NOT take tables from your neighbour. Contact someone on the set-up committee or Valhalla staff to make the changes.

All tables have white tablecloths on them and are skirted with white tablecloths on 3 sides. If you do not want them, give them to the Valhalla staff on Friday night. You may put your own tablecloth over top.

You cannot hang or pin anything on the black curtains or Valhalla walls.

We have always used the artisans name and description of their craft on the names tags, signs and show handout. We have always promoted the artisans, not businesses and will continue to do so. You are free to put your business signs in your booth, since we know some of you want 'brand' recognition.

The busiest time is Saturday from 10am - 2pm and by show end we usually have around 3,000+ people attend.

There is an ATM machine in the hotel lobby.

There is free Wifi access for those of you using Square or other devices to accept credit card payments. I will email details in November. Please try it out on Friday night or drop into the Valhalla prior to the show to ensure it will work in the room you are in before you need it.

Since we have so many new members I will mention a few things:

- the coat room in the lobby of the ballroom becomes a café for our show. There is tea/coffee, pop, water, juice available as well as light lunches like cheese platters, sandwiches and muffins. The Valhalla staff will also drop off menus to each booth in the morning and take room service orders. We also have water in the loading dock area at the back of the ballroom. The Valhalla gives us a meeting room as a break room but we don't know which room it is at this time.
- we provide elves to temporarily watch your booth if you need a break. You can book an elf for 15 minutes but don't everyone try to book for noon. We're a friendly group, so usually you're neighbour will be kind enough to briefly watch your booth too if you need a quick bathroom break.
- Sunday morning we get together before we open the show just to have coffee/tea, cake, muffins, and scones just to get to know each other.
- Clint will collect the 2017 membership fees at the show for those who want to pay early. They technically aren't due until the AGM in early 2017 but most people find it easy to just pay Paula at the show, if they have the money. Renewing your membership ensures you remain a member and won't have to rejury again. However, if you come up with new products after the show, then you can submit those to the next spring jury.
- For you new members, we do have a website and a Facebook page. Eugene Vandal maintains the website. He lists all members and will link to your website if you have one. He will also develop a simple page for you if you wish, for a small fee - contact him to design a page, but not until after the show. Lisa Ferris maintains the Facebook page. Contact one of them if you have questions about it.

- If you are from out of town we understand that you can't attend. I'll send a brief email with any important info coming out of the meeting. The revised floor plan is usually up on the website, but note, we sometimes have to make changes right up until show time due to unforeseen circumstances, so check the floor plan at the entrance to the ballroom on Friday set-up.