



SHOW PROCEDURES

Please read through these sections to help avoid misunderstandings or violations at set-up and during the show. Remember – without rules there would be chaos. If you have questions, ask an executive member.

1. Each member is responsible for obtaining all required licenses and permits to operate in the city of Thunder Bay.
2. Members should have their own liability insurance.
3. Only juried items accepted by the Selection Committee, in the medium approved by the jury process, will be allowed for display and sale. Removal of non-juried items will be requested.
4. All members participating in the show will staff their own booth. Each artisan(s) will remain present for the entirety of the show. Individuals requiring a substitute may submit a written request to the Executive prior to the show application deadline date.
5. Official nametags, table signs and table numbers must be displayed during the show.
6. Artisans must ensure that:
 - Their display remains inside their booth boundaries as taped on the floor by the Set-up Committee. **Tape must not be removed until Saturday morning**
 - Table coverings cover the front and sides of the table to the floor
 - Storage boxes are placed out of public view
 - Nothing is pinned to or hung on the backdrop curtains or walls
7. Booths must be completed Friday evening and final displays must be completed 15 minutes prior to the opening of the show and neither dismantled until an announcement is made that the show is officially closed.
8. On Friday and Saturday nights, members must leave the show areas within ten (10) minutes of the stated closing time.

SHOW RECOMMENDATIONS

1. When setting up your booth, be sure to allow walking space between each display for show participants to get in and out easily. Work with your neighbors at the show setup.
2. Maintain a neat and clean display area. If the back of your table or mobile wall/partition is visible to the public, it must look as completed and finished as it does on the front. (i.e. If you have painted partitions, make sure they are painted on both sides or if your entire table is visible, make sure it is skirted on all sides.)
3. All booths have access to electricity. However, it is your responsibility to bring your own power bar and extension cord to access the lighting. Artisans Northwest cannot be responsible for the consistency of the existing overhead lighting. If you require more light within your space, it is your responsibility to supply it. However, you must ensure your lighting doesn't negatively impact others.

4. Be sure to dress in a business-like manner. Clean, tidy clothing or festive style is appropriate as well as enhancing the professional artistic image we want to project for our show.
5. Be sure to have an ample supply of business cards. Potential customers will have a difficult time contacting you for future work if they can't locate you. Try to include your name and phone number on your invoices.
6. Try to have a variety of products covering a broad price range.
7. Use a cash box and bring change. If you leave your booth, take your cash box with you.

Please fill out the Valhalla menu before 9:45 a.m. Some will pick them up at 10 a.m. and hand them over to catering.