



# Holiday Splendor Craft Show

## VENDOR LETTER

### **Date – Place - Time**

**Saturday, November 13, 2010 at the Buffalo County Fairgrounds.** Holiday Splendor will be open to the public on Saturday, November 13, from 9:00 a.m. to 4:00 p.m. Please have your booth ready for the public by 8:30 a.m.

### **Move in and Set up**

**You may set up on Friday, November 12 after 3:00 p.m.** We have a security guard on duty in the building from 10:00 p.m. to 7:00 a.m. He will allow you to remain in the building after 10:00 p.m. and/or will open the locked doors for you to set up during those hours. The show promoter will be available before and after the security guard's shift. All doors to the Exhibit building will be accessible. Your booth will be 10' wide by 9' deep. The three center isles will have a navy blue curtain to their back. Hanging things on this curtain is PROHIBITED. For organizational purposes, your name will be on your booth and on maps on the north and south side of the building.

### **Unloading/Loading/Parking**

After unloading, promptly move your vehicle to any available parking to the north or west of the building. On show day, please park away from all the doors and save the close parking for our customers. Trailers should be parked to the west and arrangements need to be made prior for camper hookups. Camper hookups cost \$10. A separate check is needed made out to Buffalo County Ag Assoc. Please include with registration or give to Kyla on show day. Please do not drop trailers close to the building.

### **Electricity**

All booths **EXCEPT** the center isle have access to electricity. Center isle vendors are asked to hook up with a vendor across the isle and safely tape down the cord between the booths. ***You are responsible for bringing your own extension cord, power strips and duct tape.***

### **Security**

Do not leave your booth unattended for any length of time. Let us know if you would like Vendor Courtesy to stay at your booth for a short time. Please keep valuable items within your possession at all times. Community Action Partnership of Mid-Nebraska is not responsible for any lost or stolen items. This is a good opportunity to use our Vendor Courtesy Service.

### **Lost and Found**

Please bring items to the Beads in a Box booth on the north if someone leaves something at your booth. This will be the lost and found area – items remaining after the event will be taken to the Mid Administrative office at 16 West 11<sup>th</sup> Street to be picked up.

### **Booth Content**

If the items in your booth are not all crafts, you are strongly encouraged to have the higher percentage be crafts.

### **TAX RATE 7%**

Thank you for participating in the Holiday Splendor Craft Show. With the quality and variety of vendors participating, this will be a successful event for everyone participating.

**Kyla Martin, Show Promoter**