

## INSTRUCTIONS:

1. Print out 2 copies of the show contract below.
2. Fill in the copies of the contract by hand.
3. Make a photocopy of the completed contract for your files if you wish.
4. Send in the **2 completed copies** of the contract with **your check for your booth fee** to

Foothills Craft Guild

PO Box 5650

Knoxville, TN 37928



**Show Contract**  
**FOOTHILLS CRAFT GUILD, INC.**  
**46<sup>th</sup> Annual FINE CRAFT FAIR**  
**NOVEMBER 16 – 18, 2012**

**2012**  
 www.foothillscraftguild.org

Name \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Guild # \_\_\_\_\_  
 Preferred Phone Number \_\_\_\_\_  
 Craft Description for Show Program \_\_\_\_\_  
 Address changes only, please \_\_\_\_\_

BOOTH FEES ENCLOSED	
FLAT FEE OPTION (pay in full)	\$ _____
-OR-	
MARKETPLACE Group (\$ 75)	\$ _____
<b>TOTAL ENCLOSED</b>	<b>\$ _____</b>

**IMPORTANT:** \$100 of your Flat fee and \$50 of your Marketplace fee is a **NON-REFUNDABLE DEPOSIT** and will **not** be refunded upon cancellation. Cancellations after October 1, 2012, will forfeit entire payment. Emergency cancellations are reviewed by the Board.  
**Show info packets will be mailed about 4 weeks prior to show.**

SALES BOOTH OPTIONS:	<u>Early Bird Rate</u>	<u>Regular Rate</u>	<u>Late Rate</u>
	Pay in full by 12/31/11	Pay in full by 6/30/2012	Pay in full by 9/10/2012
<b>Flat Fee Options</b>			
<input type="radio"/> Flat fee 10'x10' booth	\$310	\$335	\$360
<input type="radio"/> Flat fee 10'x10' corner booth	\$350	\$375	\$400
<input type="radio"/> Flat fee 10'x15' booth	\$410	\$435	\$460
<input type="radio"/> Flat fee 10'x15' corner booth	\$450	\$475	\$500
<b>Marketplace Group Booth</b>			
<input type="radio"/> Guild Marketplace Group booth \$75 flat fee, plus 15% commission on gross sales of \$750 and above. Must work at least 4 hrs. during show.	\$75	\$75	\$75

**BROCHURES REQUESTED:**

I would like \_\_\_\_\_ show brochures to mail to my customers. (limit 35 unless you pick up)

**EQUIPMENT PROVIDED:**

One chair (available via self-service from rack)  
 3' curtained side rails and 8' curtained backdrop  
 Electricity provided to all booths; bring your own extension cords and lights. Limit: 500 watts.

**OPTIONAL ITEMS:** ToeZay order form will be sent with show packet. Order directly from ToeZay: tables, skirting, carpet, 8' high side drapes, etc.

**DEMONSTRATOR OPTIONS:** Please fill out and submit contract.

- Featured Demonstrator:** Demonstrate all 3 days of show; 10% commission on total sales will be collected at checkout. Featured demonstrators are rotated each year and selected by the Show Committee. Demo booths may have columns in the booth space. Invitations will be sent out in July 2011. If **not** selected, you will be offered the Early Bird Rate on booth fees.
- Daily Demonstrator:** Demonstrate at least 1 full day of show; 10% commission on total sales will be collected at checkout. Demonstration space may be a partial booth or draped table. No deposit required, but please submit contract. If **not** selected, you will be notified in July 2012 and offered the Early Bird Rate on booth fees.

**Special Needs / Booth Location Preference\***

Be located next to: \_\_\_\_\_  
 Other: \_\_\_\_\_

\*The Booth Layout and Booth numbers change every year. The Show Committee will make every effort to honor your requests, but does not guarantee exact location.

**BOOTH-SHARING OPTION:**

Booth Sharing (2 Guild members): Select sales option and booth size above. One person turns in contract and pays fees. List booth partner here:

Name \_\_\_\_\_ Guild # \_\_\_\_\_  
 Craft Description: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received	
Check Amount	Check #

**Early Bird Rates apply only if contract with payment is postmarked by December 31, 2011.**

**FINAL CONTRACT DEADLINE: SEPTEMBER 10, 2012.**

I HAVE READ THE SHOW POLICIES AND STANDARDS OF THIS CONTRACT BELOW AND AGREE TO ABIDE BY THEM. Failure to comply with all rules can result in loss of participation privileges for one or more Foothills shows. Contract must be received with full payment or deposit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fill out 2 copies and mail them with your check to **Foothills Craft Guild, Inc. P.O. Box 5650, Knoxville, TN 37928**

Make a photocopy for your files if you wish to keep a copy.

# 46<sup>th</sup> Annual FINE CRAFT FAIR– NOVEMBER 16-18, 2012

## Show Policies and Guidelines

### I. INTRODUCTION

The Foothills Craft Guild (FCG) invites you to participate in the 46<sup>th</sup> Annual Fine Craft Fair. The Fine Craft Fair provides a venue where the general public can purchase high-quality crafts and can be educated about the Guild's heritage of preserving craft traditions in Tennessee. Guild members may participate by exhibiting and selling their work, by demonstrating their craft(s), and/or by volunteering services for the operation of the show.

The FCG Board of Directors has given the 2012 Show Committee authority to implement show policies. These policies have been established to benefit the entire Guild membership and to provide smooth operation of the show. Deviation from show policies will be reviewed on an individual basis by the Show Committee or FCG Board, and appropriate actions will be taken if necessary.

### II. SALES BOOTH POLICIES

Guild members may contract for a sales booth at the Foothills Fine Craft Fair to exhibit and sell their finest juried work and encourage a better understanding of crafts. Each member is urged to display his/her crafts in the most tasteful manner possible. All tables should be covered, with stock and boxes stored out of sight. **Booth exhibits may not extend beyond the contracted dimensions and no furniture, crafts, etc., may extend into the aisles.** The FCG Show Director may require exhibitors to pull display items away from the aisles if they pose a tripping or other kind of hazard.

1. Each participating Guild member or Center must return a completed show contract. Show cancellations must be made by phone call, email, or letter to the FCG Show Director or President by October 1, 2012. Failure to cancel by the October 1 deadline will result in loss of all booth fees and may result in loss of participation privileges for the next year's Fall Show. Emergency cancellations will be reviewed by the FCG Board for refunds. Please note that \$100 of the booth fee is a non-refundable deposit.
2. Setup begins at 9:00 am. EST, Thursday, November 15, 2012. All booths must be claimed by 2:00 p.m. and setup must be completed by 5:30 p.m. Standards booth evaluation begins promptly at 5:30 p.m., Thursday, and the exhibit hall will be cleared of exhibitors at that time.
3. 24-hour security will be provided during the show, but each exhibitor is responsible for his own goods and possessions at all times. The Guild does not assume any responsibility expressed or implied for any merchandise, monies, or personal property at any time during the Fine Craft Fair.
4. All Members must furnish their own sales books. Craft demonstrators selling on the 10% commission option must provide one copy of sales tickets to Guild office.
5. Exhibitors must be present or have a representative in their booths at all times. Instructions for reporting sales, commission sales, and collection of sales taxes will be provided to exhibitors at check-in to the show.
6. As a service to members, the Guild provides a credit card processing service. Members are responsible for filling out Record of Sale forms correctly to avoid delays in collection of money due.
7. Show packets will be mailed to exhibitors about four weeks prior to the Fall Show.

### III. STANDARDS BOOTH EVALUATION

The Standards Committee booth evaluation covers these important aspects: juried media, quality, presentation, and safety. Evaluation assures that all items are in compliance with each member's juried category(s), that Guild standards are maintained, that crafts are displayed in an attractive and tasteful manner, and that booths are in compliance with safety and size regulations.

#### **DECISIONS OF THE STANDARDS AND SHOW COMMITTEES ARE FINAL.**

All craft items in a sales booth must be the work of the Guild member(s), whether individual or Center; must be reflective of the juried craft; and must meet all Guild standards. Prohibited items include commercial kits, patterns, molds/forms, and any items violating copyrights.

### IV. GUILD POLICY FOR COMMERCIALY PRINTED MATERIAL

High-quality reproductions in the form of prints, note cards, CD's, and books may be sold at Foothills Craft Guild shows. Commercially printed work must be directly related to the handmade work the Foothills artist sells. There should be no more than 20 total printed pieces (hereafter referred to as "units") per artist on display for sale at any given time during show hours. Multiple note cards in a package would be considered one unit. A variety of units may be on display – such as 10 note cards, 3 books, and 7 prints – as long as the total number of printed units on display does not exceed 20 at any given time. Printed units should be clearly labeled as "prints." Every framed or unframed reproduction must be labeled on the front with the words "reproduction" or "limited edition print." Any literature that is handed out free to the public promoting the Guild artist is not to be included in the unit count (i.e., brochures, postcards, business cards, etc.).

### V. CRAFT DEMONSTRATIONS

Demonstrations are an integral part of our craft show. Foothills Craft Guild has as one of its missions the preservation and presentation of our heritage of quality crafts. Craft demonstrations are a critical part of our effort to fulfill this mission through education of the general public about contemporary and traditional crafts of our region. If you plan to demonstrate, please present as many aspects of the craft process as possible, including tools, materials, techniques, and design concepts used.

### VI. VOLUNTEERS

Smooth operation of the Fine Craft Fair depends on the help of many volunteers from the membership and the community. To support your Guild, everyone needs to consider what he or she can do beyond the minimum requirements. Your participation will help keep costs as low as possible. Please let someone on the Show Committee know if you have a friend or family member who can help. Volunteers are limited to providing 30-minute exhibitor lunch breaks only. Requests for a volunteer booth sitter must be made by returning the form provided in the exhibitor show packet mailed to exhibitors about 4 weeks prior to the show.