



Mississippi Craft Center
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2011 35th Chimneyville Crafts Festival

Jackson, Mississippi

Sponsored by the Craftsmen's Guild of Mississippi, Inc.

Dates:

Friday, December 2	Set Up	8:00 a.m. to 5:00 p.m.
<i>(Must be in booths ready to sell for the Preview Party by 6:30 p.m.)</i>		
Friday, December 2	Preview Party	7:00 p.m. to 10:00 p.m.
Saturday, December 3	Festival Hours	10:00 a.m. to 5:00 p.m.
Sunday, December 4	Members' Annual Meeting	9:00 a.m. to 11:00 a.m.
	Festival Hours	12:00 noon to 5:00 p.m.
	Take Down	5:01 p.m.

Location: The Mississippi Trade Mart, State Fairgrounds, Jackson, Mississippi
(Intersection of I-55 North and High Street)

Booths: (Included in Exhibit Cost)

- Booth size – 10 feet wide by 10 feet deep
- 8' backdrop curtains, 8' side curtains, corners will be left open on one side. Aisle corners will be open on both sides.
- Exhibitor Sign
- 24-hour Security
- Use of Exhibitor Lounge during the show.

Electricity and Chairs are NOT included. Include any electrical needs or chairs with rental list.

Security: Security will be provided from 8:00 a.m. Friday through 7:00 p.m. Sunday. **However, each exhibitor is responsible for his or her own event insurance.**

Buyers: Wholesale buyers, architects, designers and gallery owners will receive invitations to the Preview party.

Cancellation: *Payment in full is required to reserve your space.* A map of the booth layout is included, but is subject to change. Please mark your 1st, 2nd, and 3rd choices. We will do our best to honor requests, but choices are not guaranteed. **Cancellations before September 1 will be refunded booth fees, minus \$100 cancellation fee. There can be no refunds after September 1.**

Gallery: Exhibitors wishing to leave product for the gallery may have an inventory sheet downloaded from the web site and filled out in advance of the festival or an inventory sheet will be provided at the festival for product unsold at the festival. This is a service provided by the gallery managers to alleviate shipping costs.

Information: Tomeka Cheatham, Guild Office (601) 856-7546, Fax (601) 856-7531

2011 Chimneyville Crafts Festival Show Procedures and Information

1. Sign in and pick up your information packet as soon as you arrive at the Trade Mart. Please wear your name tag at all times since security will be rigidly enforced from 8:00 a.m. Friday until 7:00 p.m. Sunday. Please complete all transactions prior to closing time.
2. Set up begins at 8:00 a.m. Friday, December 2. Use the loading docks at the rear of the Trade Mart. Unload your vehicle as rapidly as possible and then remove it from the loading docks. Set up must be completed by 5:00 p.m. **{Note: The Trade Mart will not allow loading and unloading from the front of the building.}**
3. If you need additional equipment, if you have any problems or complaints, if there is anything we can do to help make the show more successful for you, please direct your questions to Julia Daily, Executive Director. If she is not present in the Guild booth, the message will reach her.
4. All tables must be draped to the floor. Booths must be kept neat with all boxes and packing out of sight. No closed canopies are allowed over the booths. Remember that all booth piping, draping, pegboard, etc., is rented property. Cost of damage or loss of items is billed to the Guild and adds to your cost in booth fee.
5. Visa/MasterCard courtesy charges are not offered by the Guild. You should have your own charge system.
6. You must pay Mississippi Retail Sales Tax before you leave the show on Sunday. Be prepared to place your tax report form along with either a check or cash for the proper amount of tax in an envelope marked "Mississippi Sales Tax Report" with your name on the front. **Make checks payable to: Craftsmen's Guild of Mississippi.** We have to pay all the sales tax. This is a new rule and we must follow it! The Guild prefers to have cash and make one deposit and will give you a receipt for your tax return.
7. The Exhibitors' Lounge is located in a meeting room space of the Trade Mart building, near the front entrance. Coffee, tea, water, soft drinks and snacks are available. Children are not allowed in the lounge unless accompanied by an adult. **{Note: The Trade Mart does not allow smoking inside the building.}**
8. Volunteers are available to relieve exhibitors for breaks from 11:00 a.m. to 5:00 p.m. Saturday, and 1:00 to 4:00 p.m. Sunday. You should request volunteer help at the Guild information booth.
9. The General Meeting is scheduled for Sunday morning at 9:00 a.m. All exhibitors are encouraged to participate.
10. **Do not begin break-down of booths until 5:01 p.m. Sunday.** Early break-downs will not be invited to participate in Chimneyville 2012. Late shoppers want to see a complete show until the end of the advertised time.
11. Each exhibitor will be issued 2 free name tags per application. Only persons wearing these name tags may enter the show without purchasing a ticket. There will be a box in Guild booth to leave your name tags at the end of the festival.
12. We will ask you to fill out a sales form reporting to the Guild your total sales each day. Your name will not go on the form and is not part of the reporting. The Guild needs to know for grant purposes how much craft is sold at the show. You will place this information in an unmarked envelope, place it in a box for forms and check your name off a list to indicate that you have filled out the form. We do not wish to identify forms; we do want to know how much revenue in each medium the show produces.
13. Unethical conduct or infraction of the rules on the part of the exhibitor or his or her representatives will subject the exhibitor, his or her representative or both to dismissal from the Trade Mart. All rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Booth fees will not be refunded.
14. Exhibitors with noisy devices, sound-producing movies or displays which may prove objectionable to other exhibitors must agree to regulate those devices so as to abate objections for the management and fellow exhibitors.

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2011 CHIMNEYVILLE CRAFTS FESTIVAL
Exhibitor Application Form

For Office Use
Date Rec'd _____
Postmarked _____
Order# _____
Receipt _____
Medium _____
Booth# _____

DEADLINE: Friday, July 13, 2011, 5:00 p.m.

Return application form, pages 1 and 2, signed contract (page 3) and payment to:
Craftsmen's Guild of Mississippi, Inc., 950 Rice Road, Ridgeland, MS 39157
Or you may fax application to 601-856-7546 or email tomeka@mscrafts.org
Payment must be in full for application to be valid.

Contract must be included for application form to be processed! Member must be in good standing to apply, i.e. 2011 dues paid, 2011 demonstration scheduled or Guild donation committed. If dues are not paid/demo has not been completed by November 1, application will be null/void.

Name to be used on sign and in program _____
Your name if different from above _____
Mailing Address: _____
City _____ State _____ Zip _____
Email: _____
Phone: _____

Booth Number Requests (#1 is first choice, #2, second, #3, third). ***Exhibitors will receive booth assignments at check-in on Friday, December 2.*** Requests are honored, if possible, but not guaranteed. Changing booth spaces to keep the show fresh is preferable, each year.

1. _____ 2. _____ 3. _____

***Note:** It is possible for two craftsmen to share three booths. Two craftsmen may join their booths to have an extra half booth if each craftsman pays for the first individual booth. Please make a special request for adjoining booths. Both craftsmen must be present in the booth at all times with the exception of short necessary breaks. Reservations for both craftsmen must be in before the deadline.

I am not reserving booth space, but I am available for demonstrations for 6 hours.
(This demonstration will count as a participation in a guild activity for 2012.)

Signature Phone Date

Charge Your Application Fees!

Credit Card: May call number in by phone at 601-856-7546.

___ Visa ___ MasterCard ___ Discover ___ American Express

Card Number: _____

Expiration Date: _____ Month _____ Year.

_____ Three-digit security number on back of card

Signature

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**Contract for Chimneyville Crafts Festival 2011
(Contract must be included for application form to be processed!)**

1. I agree and understand that I will fill out my sales tax form and include a **business check** or **CASH** for any tax I might owe the Mississippi State Tax Commission made **payable to the Craftsmen's Guild of Mississippi**. I will return this form (and check or CASH if appropriate) to the Guild booth before 6:30 p.m. Sunday, December 4, 2011. Should I fail to turn in this tax information, I forfeit my right to participate in the Chimneyville Crafts Festival 2012.
2. Check in closes at 4:00 p.m., December 2, 2011. If I have not checked in at the Trade Mart Guild booth by 4:00 p.m., I forfeit my booth and booth fee. Exceptions may be given to craftsmen who have arranged a week in advance with the show management for an extended time, or those who call before 3:30 p.m. with an emergency.
3. I will be ready to sell by 6:30 p.m. on Friday night. Booth judges will preview booths at 6:30 p.m. I will honor our Preview Party guests and refrain from eating or drinking catered foods until 9:00 p.m.
4. Although the Craftsmen's Guild of Mississippi will have 24-hour security, the Craftsmen's Guild of Mississippi is not to be held responsible for the safety of exhibits from theft, damage by fire or other causes. The exhibitor assumes responsibility for injury or damage to persons, property or things occurring within the exhibit space assigned each exhibitor in accordance with the terms of the contract. The Guild will not be responsible for any injury that may arise to exhibitors or their employees or for the loss of or damage to any goods from any cause whatsoever while in transit to or from or while in the MS Trade Mart. The exhibitor is solely responsible for operating within State and Federal laws. Any Acts of God, war or terrorism which prohibits or delays the exhibitor from utilizing the benefits of this contract shall not excuse the exhibitor from its obligation to this contract; nor shall it expose The Craftsmen's Guild of MS to any liability because of the failure of the show to be held from an act of God or any other event beyond the control of The Craftsmen's Guild of MS.
5. I will be present in my booth at all times, with the exception of short necessary breaks.
6. I agree and understand that two name badges are issued to each application. If I include additional persons, they will purchase a ticket for the event.
7. I agree not to load or unload through the Trade Mart front doors. This is compliance with the contract signed by the Guild to rent the building.

Signed: _____

Date: _____