

Arts and Craft Show Meeting Minutes June 23, 2008

- Introductions

- Registration Procedures/Space Reservations Fall Show
 - **Returning arts and craft vendors must register with payment for the October Show by September 1, 2008. Otherwise, your space will be given to another vendor.**
 - If you are a new arts and craft vendor, your space will be issued after September 1st for the October Show.
 - If you are a vendor with a direct sales company, your space will be issued after September 1st for the October Show.

- Registration Procedures/Space Reservations Winter Show
 - **If you are a returning arts and craft vendor, you must register with payment for the Winter Show by October 30, 2008, otherwise your space will be given to another vendor.**
 - If you are registering as a new vendor, spaces will be issued for the Winter Show after October 30th.
 - If you are a vendor with a direct sales company, your space will be issued after October 30th for the Winter Show.

- Registration Deadlines
 - **In 2009**, there will be a fee increase for ALL vendors who do not register before the first cut-off deadline. For example, if the registration deadline is April 10 for the April 27 & 28 show and you register on April 12 you will be charged \$55 instead of \$50.
 - Deadlines and fees have not been approved by the Park Board, yet. Information will be available at the Winter Show.

- Craft Show Hours
 - Saturdays 9 am – 4 pm
 - Sundays 11 am – 3 pm
 - **New Policy: Vendors must participate for both days for the full duration of the show. Those who fail to participate for the full duration of the show will be banned from future shows for one-year.**

- Craft Show Set-up
 - **Set-up Fridays 4-8 pm**
 - Set-up Saturdays 7 am
 - **Vendors MUST unload their vehicle completely and move their vehicle to the designated parking area prior to setting up.**

- Vendors will be given a space number to put in the wind shield of the vehicle while unloading. If the vehicle tag is not displayed the vehicle will be subject to towing at the owner's expense.
- There will be a staff person checking the unloading area regularly to ensure vehicles are moved in a timely manner.
- Electricity
 - Not all spaces are guaranteed electricity.
- Possibility of Combining Direct Sales Vendor Fair with Arts and Craft Show
 - Designated space will be issued for Direct Sales Vendors in the Fieldhouse with the Arts and Craft Vendors for the Fall Show.
 - Direct Sales Vendors for the Winter Show may be placed in another room, unless space is available in the Fieldhouse. A decision will be made after October 30th.
- Other Events in Building
 - The building will be available for other room rentals the weekend of the Arts and Craft Show. However, no other events will take place in the Fieldhouse during the Show.
- Event Staffing
 - Angie will look into getting a volunteer group (churches or scouts, etc.) to assist vendors with loading and unloading vehicles.
- Marketing
 - Press releases will begin within the next few weeks for the Fall Show
 - 2 large banners will be placed at busy intersections 30 days prior to the shows
 - Yard signs will be put on display at least one-week prior to the show
 - Large Sandwich Boards will be displayed the day of the event at Kennedy and Lincoln St. and Lincoln St. and U.S. 41
 - A large ad will be placed in the Times newspaper within one-week of the shows
 - When each vendor registers for the show, they will receive a packet with flyers and postcards to display and distribute
 - Flyers or promotional information will be distributed at craft shows in the surrounding area
- Vendor Agenda Items
 - Would like to see the return of the Senior Bake Sale
 - Would like free tickets for a coffee from the concession stand
 - Angie will look into the possibility of these things, but no promises right now