

*44<sup>TH</sup> Annual BEHS Friends of Fine Arts  
Holiday Arts and Craft Fair  
Sunday, November 10, 2019 10:00 AM - 4:00 PM*

## Exhibitor Fair Day Instructions

### About Your Booth-Things to Bring with You

All exhibitors must provide their own tables, chairs, and change. Limited chairs will be available to rent with a refundable deposit. Tables must be covered with no packing boxes visible. **Remember that our hallways are narrow; keeping your booth set-up in a more open "U" format helps alleviate congestion in the hall and allows your customers a chance to enjoy your products.** Please provide your own extension cords for electricity. You may not exceed the dimensions of your assigned booth. Your cooperation and flexibility is very much appreciated. Public wi-Fi is available in the school, but it can sometimes be spotty depending on your carrier. Please be prepared with alternatives if you require wi-Fi to accept payments.

### Check In & Setup

**Check In & Set Up begins at 7 am on the day of the Fair only. You must check in before you begin to set up.** There are two locations to check in, beginning at 7 a.m.—one outside the Fair Office & the other in the Fieldhouse (please see map). At check in, you will receive your "Exhibitor" ribbons that you and your helpers must wear throughout the day. All exhibitors must have a seller's permit OR social security number & their vehicle license plate number on file in the Fair Office. If either is incorrect, please stop by the Fair Office and provide it. Student helpers will be available to assist during setup. Exhibitors are responsible for all loss or damage to his/her products at all times. Booths of exhibitors who FAIL TO START SETTING UP BY 9:00 AM may be released and reassigned and you will FORFEIT YOUR BOOTH FEE. Each door to the school has been labeled (see Booth Floor Plan). To minimize congestion in the building and school parking lot during setup and tear down, please use the door closest to your booth. **EXHIBITORS MAY NOT BE IN THE BUILDING PRIOR TO CHECK-IN.** Prior to the day of the Fair you may e-mail the craft fair committee at [brookfieldeastffa@gmail.com](mailto:brookfieldeastffa@gmail.com) with questions. The Fair Office will be open all day throughout the fair if you need any assistance.

### Tear Down

Publicity indicates that the Fair is open to the public from 10 AM to 4 PM. **You must keep your booth open until 4 PM.** Booth tear down should take place from **4 PM to 5 PM.** Please be prompt so that clean-up crews can get to work. All exhibitors must be out of the building **NO LATER THAN 5:30 PM.** A limited number of students will be available for help with tear down. **PLEASE arrange for your own help.**

### Food and Beverages

Exhibitors may not sell food or beverage items for immediate consumption during the show. Bakery, beverages and food will be available for purchase and consumption **in the Cafeteria** throughout the day for your convenience. Limited food & beverages will also be available in the fieldhouse hall concession area. Bagged sub lunches will also be available, while supplies last, in case you did not pre-order an exhibitor lunch.

### Parking Requirements

**Please review the Parking Instructions and Parking Map carefully and follow all instructions.** **Off-site parking at Burleigh Elementary School is MANDATORY for all exhibitors.** **If customers can't park because exhibitors are in their spots, you are hurting your sales as well as those of your fellow exhibitors.** Failure to cooperate will jeopardize your participation in next year's show. To provide all available parking spaces to customers, all exhibitors must move their vehicles off-site. Our parking crew will be checking license plate numbers after check in. If you require handicapped parking, please email us ahead of time. A shuttle bus will run between the Fair and the exhibitor parking area throughout the day. Your exhibitor ribbon is your pass to use the shuttle bus as often as you like. If you have need of handicapped parking, please advise us prior to the fair.

### Safety and Fire Regulations

Customer traffic can be quite high at times. For safety sake, please be sure that your exhibit does not exceed its designated space or protrude into the aisles. Stairs and elevators must also be left open and unencumbered. **STROLLERS ARE PROHIBITED - CHILDREN MUST BE SUPERVISED AT ALL TIMES.**

Contact us at [brookfieldeastffa@gmail.com](mailto:brookfieldeastffa@gmail.com) for any questions.

**FIRE REGULATIONS PROHIBIT SMOKING IN THE SCHOOL  
DISTRICT POLICY PROHIBITS SMOKING ANYWHERE ON SCHOOL GROUNDS**

**Thank you** for your help in making this Arts and Craft Fair a success!