

Carolina Designer Craftsmen Guild

Fine Craft and Design Show

40th Annual Carolina Designer Craftsmen Guild Show
Thanksgiving Weekend 2009



Exhibitor Contract

Carolina Designer Craftsmen Guild

P.O. BOX 2384
RALEIGH, NC 27602-2384
(919) 460-1551
www.carolindesignercraftsmen.com
info@carolindesignercraftsmen.com

June 1, 2009

Dear Exhibiting Member:

We can't wait for you to join us in celebrating the **40th Anniversary** of our **Annual Carolina Designer Craftsmen Guild Show** from November 27 - November 29, 2009.

Please complete and mail one copy of your contract no later than **July 1st** to guarantee your participation. Space is limited to 130 craftsmen. **First come, first served.** Once we accept your contract, you will be sent a personal confirmation email by July 15th. If you do not receive your confirmation, call CDCG at (919) 460-1551. **PLEASE NOTE: NO NEED TO USE EXPRESS MAIL SERVICES!!! Contracts are accepted by postmark dates.**

Please study the "General Information for Exhibitors" before signing your contract. This specifies the policies and guidelines under which the Guild conducts the CDCG Show. We will not process your contract without a valid North Carolina Tax ID Number. Call NC Dept. of Revenue at (877) 252-3052 to apply for one if you haven't done so already.

All exhibitor membership fees must be paid in full by July 1, 2009 while all booth fees must be paid in full or in part by September 1st to validate your contract. Here are the payment options:

1. Pay by credit card – 100% of your 2009 booth and membership fees will be charged to your credit card on July 1st, 2009. Please refer to and complete the attached form.
2. Pay by check – 100% of your 2009 booth and membership fees – on or before July 1, 2009.
3. Provide 3 post dated checks – July 1, 2009 representing one half of booth fees and full membership dues; August 1, 2009 representing one quarter of the remaining half booth fees; and September 1, 2009 representing the final quarter of the total booth fee amount due.

No contract will be accepted unless all dues and fees are paid in full or will be paid by the three checks enclosed with Contract.

CDCG's web site is www.carolindesignercraftsmen.com Please help us market our Show and your appearance in our Show by ensuring that all Show details appear correctly on your website too.

Since 2006 all new exhibiting members are required to have a member's page on the CDCG website to participate in future shows. A reminder to all exhibiting members to send in your photos and artist statement as soon as possible, as our goal is to have everyone represented. To set up your member page simply e-mail between six and nine pictures, an artist description of 500 words or less, and permission (or not) to post your email address and/or phone number to info@carolindesignercraftsmen.com.

If you need help or have questions, please contact our Executive Director, Janice Mrkonjic at info@carolindesignercraftsmen.com or call her directly on her mobile (919) 523-8357. See you the day after Thanksgiving!

With best wishes,

Richard Usanis

President – Carolina Designer Craftsmen Guild

2009 Carolina Designer Craftsmen Guild Contract

PLEASE PRINT NEATLY AND PROVIDE ALL INFORMATION REQUESTED

Name _____ (No Business Names)

Address _____

City _____ State _____ Zip _____

Phone # for Program Listing (____) _____ Other Phone (____) _____

E-Mail Address _____

NC Sales Tax ID # _____ Call NC Dept. of Revenue (877) 252-3052
Absolutely required to process your contract

Your Craft _____

Circle Media: Clay Jewelry Metalwork Wood Fiber Glass Work on Paper Mixed Media

Secondary Description: (In one or two words) _____

Exp: Works on Paper / Photography

BOOTH SPACE & FEE SCHEDULE: Indicate booth size and special orders. **All fees must be paid in full with this contract.** The deadline for partial refund is September 1.

<u>DESCRIPTION</u>	<u>FEE AMOUNT</u>
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<input type="checkbox"/> <u>Flat Fee:</u> \$510 FOR 10' x 10' BOOTH:	\$ _____
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<input type="checkbox"/> <u>Add:</u> \$75 CORNER BOOTH FEE:	\$ _____
Fee is refunded if space is not available.	
Corner booths are available to all exhibiting members.	
Corner booths are available in 3 sizes: 10x10, 10x15, and 10x20 size: _____	

<input type="checkbox"/> <u>Flat Fee:</u> \$730 FOR 10' x 15' BOOTH:	\$ _____
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<input type="checkbox"/> <u>Flat Fee:</u> \$950 FOR 10' x 20' or DOUBLE BOOTH:	\$ _____
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<input type="checkbox"/> Exhibition Company SPECIAL ORDER TOTAL:	\$ _____
<small>(See pre-show prices on Page 2)</small>	

<input type="checkbox"/> \$75 LATE FEE:	\$ _____
<small>(Applies to all contracts not postmarked or not paid in full by July 1)</small>	

TOTAL EXHIBITOR FEES \$ _____

<input type="checkbox"/> \$45 CDCG MEMBERSHIP DUES (Must be paid in full now if not already paid.)+\$ _____
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EXHIBITOR FEES + CDCG DUES \$ _____

All exhibitor membership fees must be paid in full by July 1st, 2009 while booth fees must be paid in full or in part by July 1st with contract submission. *(All dues must be up to date in order to be accepted for the show.)*

CDCG OFFICE USE ONLY

<u>Contract #</u>	<u>Date Received</u>	<u>Check #(s)</u>	<u>Credit Card Type</u>	<u>Amount Paid</u>	<u>Dues Paid</u>
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PUBLICITY

We need to depict new work for our new look. Please submit digital images of your work--- *or how about submitting some fun images of you and your work* - - for possible inclusion in the advertising materials. Please send professional quality cd's, slides, or prints of any size to CDCG, PO Box 2384, Raleigh, NC 27602. Remember, quality matters. Thanks for helping our Publicity.

PAYMENT OF FEES AND MEMBERSHIP DUES

CDCG Membership Dues must be paid in full before contract can be processed. This applies to all dues unpaid for past years as well. Payment options for fees and dues:

1. Pay by credit card – 100% of your 2009 booth and membership fees will be charged to your credit card on July 1st, 2009. Please refer to and complete the attached form.
2. Pay by one check – 100% of your 2009 booth and membership fees – on or before July 1, 2009.
3. Provide 3 post dated checks – July 1, 2009 representing one half of booth fees and full membership dues; August 1, 2009 representing one quarter of the remaining half booth fees; and September 1, 2009 representing the final quarter of the total booth fee amount due.

No contract will be accepted unless all dues and fees are paid in full or will be paid by the three checks enclosed with contract. **Those needing extra time to pay must follow the post-dated check procedure because insufficient payments will be returned and no contract accepted.**

STANDARDS REQUIREMENTS

Booths should have a minimum of three (3) auxiliary lights and one surge protector. Exhibitors should consider using a floor covering. Booths measure 10' deep x (10', 15', or 20') wide depending on your booth size selection. Booth rental fee includes: 8' tall black curtains, one name sign, and one electrical outlet with 1000 watts per 10' x 10' or 1500 watts per 10' x 15' or 2000 watts per 10' x 20'. Note that optional color curtains, booth carpet, tables and chairs are chargeable items. Order now to avoid paying even higher rates at the show.

SPECIAL ORDERS AND PRICES (Pre-show prices)

Optional Gray Curtains 10'x10'	\$40				
Optional Gray Curtains 10'x15'	\$55				
Optional Gray Curtains 10'x20'	\$70				
Cross Bar	\$10				
Table Risers (set)	\$20				
Table and 2 Chairs	\$40	_____ 8' x 2'	_____ 6' x 2'	_____ 4' x 2'	
Skirted Table and 2 Chairs	\$70	_____ 8' x 2'	_____ 6' x 2'	_____ 4' x 2'	
10' x 10' Carpet	\$70	_____ Black	_____ Gray	_____ Red	_____ Hunter Green
10' x 15' Carpet	\$140	_____ Black	_____ Gray	_____ Red	_____ Hunter Green
10' x 20' Carpet	\$130	_____ Black	_____ Gray	_____ Red	_____ Hunter Green

TOTAL SPECIAL ORDER \$_____ (Indicate SES Total on page 1)

AGREEMENT: This is a binding contract between Carolina Designer Craftsmen Guild (CDCG) and the Exhibiting Member signing below. The Exhibitor, by signing and returning this contract, agrees to abide by the contract and the guidelines contained in the enclosed "Information for Exhibitors". CDCG, by acceptance and acknowledgment of this contract, agrees to abide by the guidelines of the contract and said "Information for Exhibitors".

ON MY HONOR, I HAVE READ AND UNDERSTAND THE CAROLINA DESIGNER CRAFTSMEN GUILD CONTRACT AND THE ATTACHED "INFORMATION FOR EXHIBITORS" AND AGREE TO ABIDE BY THE POLICIES AND GUIDELINES HEREIN. **I am submitting:** **Contract & Payment** **CD/Slides/Photos**

→ _____
 Signature of Exhibitor _____
 Date

Return ONE copy of this contract postmarked by July 1 along with your credit card information or check(s) made payable to: CDCG ♦ Post Office Box 2384 ♦ Raleigh, NC 27602 ♦ (919) 460-1551 Voice Mail
NOTE: NO NEED TO USE EXPRESS MAIL SERVICES!!! Contracts are accepted by postmark dates.

Credit Card Information & Approval

If you have chosen the credit card payment option your card will be charged
100% of your 2009 booth and membership fees on July 1, 2009.

Credit card information:

Card type - mark with an X

Visa

Mastercard

Discover

Card number

Expiration date

CSC *

Name as it appears on credit card:

First name

Last name

Country

Billing address:

Address line 1

Address line 2

City

State

Zip

Phone

Email

Total Booth and Membership Fees:

\$

I hereby authorize the Carolina Designer Craftsmen Guild to charge 100% of the
above Booth and Membership Fees to my credit card on July 1, 2009.

Signature

Date

* CSC - The card security code is the three digit number that appears on the back of the card
after the actual credit card number.

Information For CDCG Exhibitors

Carolina Designer Craftsmen Guild and Exhibitors each have mutual responsibilities for the Show's success, outlined here so that all concerned understand the operation of the CDCG Show. Remember, your help and support is vital to our success. This guild is run by and for craftsmen. Please read this information carefully.

Details & Deadlines

QUESTIONS: Call CDCG's voice mail with Craft Guild related questions or CDCG's Executive Director (Janice Mrkonjic) with Craft Show related questions:

Craft Guild (for Guild related questions) voice mail phone number is **(919) 460-1551**.
Executive Director (for Show related questions): **(919) 523-8357**.

DEADLINE: Exhibiting Members contracts are due postmarked by July 1. Those not paid in full and postmarked after **July 1** will be assessed a \$75 late fee.

REFUNDS: **September 1** is the deadline for cancellations with a partial refund. Prior to September 1st the booth fee will be refunded minus a cancellation fee of \$100. After September 1, CDCG gives no refunds.

THE PREVIEW PARTY: All Exhibiting Members may purchase tickets to attend the Preview Party priced at \$10.00 each.

HOTEL: You will receive hotel information with your confirmation, to be mailed at a later date.

Additional Information

BOOTH DESCRIPTION: Booth measures approximately 10' deep x (10', 15', or 20') wide depending on your booth size selection. **THE AISLE FRONTAGE IS THE VARIABLE FACTOR**, thus all booths are 10' deep. Your display and floor covering must stay entirely within the assigned booth space. Booth space priority is assigned on a first-come, first-served basis. Standard equipment for each booth will be 8' tall black backdrop and side curtains (except in corner booths in which the corner is open), one name sign, and an electrical outlet.

ELECTRICAL SET-UP: Please note that electricity is limited (1000 watts per 10' x 10' or 1500 watts per 10' x 15' or 2000 watts per 10' x 20') and we urge the use of lower wattage lighting. **A minimum of 3 auxiliary lights and surge protectors are recommended.** CDCG reserves the right to unplug lights as necessary and charge for additional electrical production beyond the booth limitation.

At 2:00 p.m. on Friday, November 27th there will be a mandatory LIGHT CHECK (ALL Lights must be turned on by all exhibitors and left on until 4pm.)

CHARGE CARDS: *Exhibitors must use their own personal charge card imprinter.* CDCG does not provide charge card machines or services. If you do not have or utilize a personal charge card imprinter and will need the service for the show, please contact CDCG Executive Director, Janice Mrkonjic, at (919) 523-8357 or info@carolinadesignercraftsmen.com for options and recommendations.

STANDARDS: Standards are vital for maintaining our reputation as the premier fine crafts guild in this area. Exhibitors must be present during all CDCG Show hours. Booths must reflect the high standards of skill and presentation set by the Guild. The Standards Committee will walk-through prior to the opening of the show to make sure booths reflect the standards of the Guild. Your display must be safely constructed and properly secured. Your booth setup, as well as items for sale, must remain within the assigned booth space or you will be sanctioned and fined \$70 by the Standards Committee. Related items not produced by the Exhibitor will not be allowed to be sold. This includes items such as cassette tapes, candles, educational books, etc. **The Standards Committee re-juries each Exhibiting Member every three years to make sure standards are being maintained and enforced.** Complaints by the Standards Committee must be responded to in order to keep your Exhibiting Member status.

EXHIBITOR LOUNGE POLICY: The Exhibitors Lounge will be located inside the Exposition Center. This facility is provided for EXHIBITORS ONLY as a quiet respite. No one under 18 years of age is admitted. **CDCG PROVIDES NO FACILITIES FOR CHILDREN.**

BOOTH SITTERS: The CDCG will be providing booth sitters at no cost to all exhibitors. Each exhibitor may have one assistant who will be issued an official Exhibitor Assistant name tag for the duration of the show. This individual's name must be provided prior to noon hour on Friday, November 27th. All others will be required to pay the daily admission fee.

Part 2, Information For CDCG Exhibitors

Day of Show Details

CHECK-IN: Exhibitors must check-in by **11:00 A.M.** Friday, November 27th or risk forfeiture of booth. If you cannot physically check-in at the Exposition Center, call Janice Mrkonjic at 919-523-8357 to confirm your space.

SET-UP: Set-up begins Friday as early as 6:00 a.m. and must be complete by 2:00 p.m. (*See note below)

LOADING: You may load through any of the doors, including FRONT DOORS, of the Exposition Building. There are also 2 Dock Doors that you may pull up to unload. No vehicles are to be allowed inside the building. We also ask that everyone be quick and conscious of other exhibitors who may also want to load via the Dock Doors.

STORAGE: CDCG will provide a designated storage space in the exhibit hall. Inventory can be stored in the designated storage area or directly behind your booth (*if space permits*).

SALES TAX: Exhibitors must register with the NC Department of Revenue and obtain a sales tax number. Exhibitors are responsible for collecting and paying the required sales tax. **Call the NC Department of Revenue at (877) 252-3052 for sales tax information.** CDCG will provide Exhibitors with tax charts.

SALES REPORTS: All Exhibitors are **required** to complete a **3-day Sales Report on Sunday, November 29th which is confidential, and a courtesy to the Guild.** The Sales Report is our best means of evaluating the success of our marketing and advertising.

DISMANTLING: Booths may NOT be dismantled until the CDCG Show closes at 5:00 p.m. on Sunday.

LIABILITY: Based on this Information for Exhibitors and the accompanying CDCG Show Contract, Exhibitors are liable directly to the State Fair for any damage to the walls and floors of the Exposition Center. The State Fair does not allow any signs to be attached to the walls. Exhibitors may attach signs to the curtains which surround their booth. CDCG and State Fair will not be responsible for the safety of the exhibit area from theft, damage, fire, or other causes. CDCG provides a security guard. The exhibit area is closed and locked during non-CDCG hours. CDCG carries public event liability insurance for the CDCG Show.

2009 CDCG Show Schedule (Subject to change)

Wednesday, Nov. 25

* 1:00 p.m. * Early set-up allowed for all Exhibitors. Please check-in before set-up.

Friday, Nov. 27

6:00 a.m. Registration opens for Exhibitors to check-in and begin set-up.

11:00 a.m. Registration closes. Exhibitors must have checked-in with CDCG staff.

2:00 p.m. Standards Committee walk-through begins.

2:00 p.m. LIGHT CHECK (ALL Lights must be turned on by all exhibitors and left on until 4pm.)

Set up complete. Media preview.

4-6 p.m. The Preview Party for Patrons.

6:00 p.m. CDCG Show opens to the public. Presentation of awards.

9:00 p.m. CDCG Show closes to the public for the day.

Saturday, Nov. 28

10:00 a.m. CDCG Show opens to the public.

6:00 p.m. CDCG Show closes to the public for the day.

Turn in your ballot for CRAFTSMEN'S CHOICE award.

Sunday, Nov. 29

9:00 a.m. Continental Breakfast

9:30 a.m. CDCG Annual Membership Meeting (Election of Officers, Board Members, Reports & Awards)

11:00 a.m. CDCG Show opens to the public.

5:00 p.m. CDCG Show closes. Dismantling of CDCG Show and departure.

Thanks for your gracious cooperation!

The 40th Preview Party Extravaganza

EXHIBITOR REQUEST FOR TICKETS AND INVITATIONS

Exhibiting Members may purchase Preview Party tickets for distribution to their family, friends, booth sitters, and customers. *Each* ticket is \$10.00 per person. (Please indicate below how many tickets you would like to purchase.)

CDCG will mail exhibitors invitations promoting the Preview Party so you may in turn mail them to your friends, families and customers. The invitation will clearly state the \$10.00 per person cost to enjoy our 40th Preview Party extravaganza. (Please indicate below how many invitations you would like mailed to you.)

Tickets **must** be presented at the door for admission to the Preview Party. CDCG staff reserves the right to refuse entry to the Preview Party to anyone without a ticket.

Please print neatly and provide your complete name and mailing address to mail your requested number of tickets and/or invitations to:

Name _____

Address _____

City _____ State _____ Zip _____

Number of invitations required (no cost): _____

Number of tickets required (\$10 each): _____

Total payment enclosed: _____

**Return this Request form (and payment, if making ticket purchase)
with your contract or mail separately to:**

CDCG ♦ Post Office Box 2384 ♦ Raleigh, NC 27602