



PREVIEW: NOVEMBER 30, 2017  
 SHOW: DECEMBER 1-2, 2017

MISSISSIPPI TRADE MART  
 JACKSON, MISSISSIPPI

## General Information

Set Up.....	Thursday, November 30 .....	8:00 a.m. to 4:00 p.m. <i>(In booth ready to sell by 5:30 p.m.)</i>
Preview Party .....	Thursday, November 30 .....	6:00 p.m. to 9:00 p.m.
Festival Hours .....	Friday, December 1.....	9:00 a.m. to 6:00 p.m.
	Saturday, December 2.....	9:00 a.m. to 5:00 p.m.
Take Down.....	5:01 p.m. Saturday	

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

### Included in Exhibition Fee:

- 10 feet wide by 10 feet deep booth space
- 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 electrical needs or chairs with rental list.*

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

**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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices. We will do our best to honor requests, but choices are not guaranteed. Booth requests are filled based on when the paid application is received. **Cancellations before September 1st will be refunded booth fees, minus \$100 cancellation fee. No refunds after September 1, 2017. No exceptions.**

**Gallery:** Don't forget that you can leave inventory at the end of the show for the gallery. Take advantage of this opportunity for holiday sales and to avoid shipping costs by downloading an inventory sheet from the website to bring with you. We will also have some inventory sheets at the event.

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

Fax (601) 856-7531

**PLEASE NOTE THE PREVIEW PARTY HOURS AND FESTIVAL HOURS AS SOME HAVE CHANGED.**

# Chimneyville 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 nametag at all times since security will be rigidly enforced from 8:00 a.m. Thursday until 7:00 p.m. Saturday. Please complete all transactions prior to closing time.
2. Set up begins at 8:00 a.m. Thursday, November 30. 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 4:00 p.m. **{Note: Trade Mart does not allow loading/unloading at front of the building.}**
3. If you need additional tables/equipment, it can be purchased at the Guild's booth from 8 am until 2 pm on set up day. If you have problems or complaints, please direct your questions to Nancy Perkins, the Executive Director.
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, booth piping, draping, pegboard, etc., is rented property that does not belong to the Guild.
5. Visa/MasterCard courtesy charges are not offered by the Guild. You should have your own charge system. The Trade Mart has wireless connections.
6. You must pay Mississippi Retail Sales Tax before you leave the show on Saturday. Be prepared to place your tax report form along with 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 State rule, and we must follow it. We 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, water 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 4:00 p.m. Friday and Saturday. You should request volunteer help at the Guild information booth.
9. The General Meeting will be held during the weekend. Exact time and date is to be determined.
10. **Do not begin breakdown of booths until 5:01 p.m. Saturday.** Early breakdowns will not be invited to participate in Chimneyville 2018. Late shoppers want to see a complete show.
11. Each exhibitor will be issued two free nametags per application. Only persons wearing these nametags may enter the show without purchasing a ticket. There will be a box in the Guild booth to leave your nametags 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 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. 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.

# Exhibitor Application Form

**Contract must be included for application form to be processed!**

(Make copies for your records.)

**DEADLINE: Monday, July 3, 2017, 5:00 p.m.\*\*\***

**Return application form, pages 1 & 2, and signed contract, page 3 and payment to:  
Craftsmen's Guild of Mississippi, Inc., 950 Rice Road, Ridgeland, MS 39157.**

Fax 601-856-7531 or email [tomeka@mcrafts.org](mailto:tomeka@mcrafts.org). **Payment must be in full for application to be valid.**

**Member must be in good standing to apply**, i.e. 2017 dues paid, reviews up to date. Exhibitor must have completed, committed or arranged to fulfill additional membership requirement (approved activity, product donation or \$100) by November 1 or application will be considered null/void.

**Two craftsmen may share a booth for \$400 (\$200 per craftsman)**. Each craftsman must fill out the application to include with the signed contract and their payment. The early bird discount does not apply to shared booths. Both craftsmen must submit the same first, second and third choices for booth preference. Both craftsmen must be present in the booth at all times, with the exception of short necessary breaks.

Name for sign and layout sheets \_\_\_\_\_

Your name if different from above \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Booth Number Requests (#1 is first choice, #2, second, #3, third. *Requests are honored, if possible, but not guaranteed. Changing booth spaces to keep the show fresh is preferable each year.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_ **I am sharing a booth with** \_\_\_\_\_

\_\_\_\_\_ **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 2018*, not for 2017—no exceptions).

\_\_\_\_\_  
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: \_\_\_\_\_ 3-digit Code \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Signature

**\*\*\*After the July 3 deadline, booth fees increase by \$50 per booth. No exceptions.**

**For Office Use**

Date Rec'd \_\_\_\_\_

Postmarked \_\_\_\_\_

Order# \_\_\_\_\_

Receipt \_\_\_\_\_

Medium \_\_\_\_\_

Booth # \_\_\_\_\_

# Chimneyville Exhibitor Application Form

**Contract must be included for application form to be processed!**

Name/Studio for sign \_\_\_\_\_

Quantity	Item	Unit Price	Total
_____	<b>Basic</b> booth.....	@ \$380.....	\$ _____
_____	Basic shared booth.....	@ \$400/\$200 each .....	\$ _____
_____	Additional basic booth(s)...	@ \$380.....	\$ _____
_____	<b>Advantage</b> booth .....	@ \$430.....	\$ _____

**Advantage booths are #1-20,100-142, 801-825 and are highly visible perimeter booths.**

_____	Additional Advantage booth @ \$430.....	\$ _____
_____	<b>Corner</b> booth .....	@ \$530..... \$ _____

**Corner booths are the most advantageous locations in show; corner side panel may be dropped open to aisle.**

_____	Additional Corner booth .....	@ \$530..... \$ _____
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Items Total \$ \_\_\_\_\_

**Before June 1, you may subtract \$50.00 per booth for early completed application**

(-\$50.00 x # of booths) Early Bird Deduction (minus) \$ \_\_\_\_\_

**Total Booth Price** \$ \_\_\_\_\_

(Add to Rental Total)

(You may bring your own equipment/tables or you may rent them by choosing items below. These prices are "before the show" prices. **Prices increase by 20% the day of the show.** If you provide your own tables or rent them, they must be skirted to the floor). **NOTE: Convention Display recently changed ownership, so prices are subject to change.**

Quantity	Item	Unit Price	Total Price
_____	4 ft. skirted tables.....	@...\$35.00 each.....	\$ _____
_____	6 ft. skirted tables.....	@.....35.00 each.....	_____
_____	8 ft. skirted tables.....	@.....35.00 each.....	_____
_____	4 ft. unskirted tables.....	@.....18.00 each.....	_____
_____	6 ft. unskirted tables.....	@.....18.00 each.....	_____
_____	8 ft. unskirted tables.....	@.....18.00 each.....	_____
_____	4' x 8' pegboards .....	@.....35.00 each.....	_____
_____	7' x 14' extended bars.....	@.....11.00 each.....	_____
_____	Floodlights.....	@.....20.00 each.....	_____
_____	Floodlights on pole.....	@.....26.00 each.....	_____
_____	8 ft. post & base unit.....	@.....15.00 each.....	_____
_____	500 watt/120 volt outlet.....	@.....60.00 each.....	_____
_____	Chairs.....	@.....5.50 each.....	_____
_____	ft. carpet (blue or gray).....	@.....5.50 lin.ft.....	_____
_____	6 or 8 ft. draped table riser.....	@.....25.00 each.....	_____ ft. _____
_____	6 or 8 ft. undraped table riser.....	@.....18.00 each.....	_____ ft. _____

**Total amount for booth fees and rentals** \_\_\_\_\_

# Chimneyville Exhibitor Application Form

**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 payment for any tax I might owe the Mississippi Department of Revenue. Checks should be made **payable to the Craftsmen’s Guild of Mississippi**. I will return this form and payment to the Guild booth at 5:01 p.m. Saturday, December 2, 2017. Should I fail to turn in this tax information, I forfeit my right to participate in the Chimneyville Crafts Festival 2018.

2. Check in closes at 3:00 p.m., November 30, 2017. If I have not checked in at the Trade Mart Guild booth by 4:00 p.m., I forfeit my booth and booth fee.

3. I will be ready to sell by 5:30 p.m. on Thursday night.

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:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_