

GINGHAM TREE ARTS AND CRAFTS FESTIVAL

EXHIBITORS' BULLETIN

Welcome to Gingham Tree 2017!

The Lucedale Fine Arts Club sincerely hopes the day is both pleasant and profitable for you. To help the day go smoothly, we have put together the following notes for your benefit.

FREE coffee and doughnuts will be available to the exhibitors at the inside information booth from 6:00 to 8:00 a.m. Each booth is entitled to two cups of coffee and two doughnuts. Please wear your name tag for identification.

PARKING...After unloading, exhibitors will be directed to a specified parking area. This will allow more parking for our shoppers. We have tried to organize the parking situation to be the most efficient for the flow of traffic.

BOOTH VIEWING...To insure compliance with Festival's policies [as outlined on the website], club members will be viewing each booth. We reserve the right to exclude the exhibition of any works deemed unsuitable [not homemade, etc.] for display. **NO ASSEMBLIES KITS, FACTORY-MADE ITEMS, OR IMPORTS WILL BE ALLOWED. NO FOOD ITEMS, INCLUDING CAKES, COOKIES, PECANS, ETC. HOWEVER, HOMEMADE JAR GOODS SUCH AS JELLIES, JAMS, PICKLES, AND HONEY ARE ALLOWED. NO RAFFLE TICKETS.**

RESTROOMS...Restroom facilities will be located at the following locations;

- Outside of the Jaycees Building
- Inside of the Jaycees Building
- Arena's smaller concession stand
- Arena's larger concession stand

HELP FOR EXHIBITORS...Look for the **Gingham Aprons** worn by the Fine Arts Club members if you need assistance during the day. Our job is to serve you and the shoppers to the best of our ability. On Friday, we will have volunteers to help vendors unload. **Please remember to give our volunteers a tip.**

SALES TAX...Every exhibitor will be required to collect and remit sale tax on all sales made during the Gingham Tree Arts and Crafts Festival. The attached return/envelope and the tax information sheet must be filled out and the taxes paid before you leave today. Failure to comply with this directive will necessitate a posting of a cash bond, as provided by the law, on any future participation in any such event. **THE MISSISSIPPI STATE TAX COMMISSION HAS REQUESTED A LIST OF NAMES AND ADDRESSES OF ALL EXHIBITORS.** Club members will begin taking up the tax envelopes at 3:00 p.m. **ALL TAX ENVELOPES MUST BE TURNED IN BY 4:00 P.M. Make checks payable to Lucedale Fine Arts Club.**

RATING OUR FESTIVAL...Please take a few moments to complete the attached "Rate Our Festival" survey. We appreciate your comments and suggestions that will help improve our festival. Please turn in the completed form when you turn in your state tax.

REGISTRATION FOR NEXT YEAR: We have included a 2018 Gingham Tree Arts and Crafts Festival application. You can use this application to pre-pay only for the **same booth** you had in 2017. Only vendors who prepay will be guaranteed their same booth number for the next year. We now have a website www.ginghamtree.com and no longer mail out registration forms. If you do not pre-register, you **MUST** send in your application **EARLY** [after June 1, 2018] in order to secure a booth [it may or may not be the booth you have before.] We allocate booth space on a "**FIRST COME, FIRST SERVE**" basis.

CONCESSIONS...A variety of food items and drinks can be purchased from the many food vendors at the festival.

REMEMBER: GINGHAM TREE IS ALWAYS HELD THE SECOND SATURDAY IN NOVEMBER! WE HOPE TO SEE ALL OF YOU NEXT YEAR!