



# PIEDMONT CRAFTSMEN

601 N. Trade St. · Winston-Salem, NC 27101 · [www.piedmontcraftsmen.org](http://www.piedmontcraftsmen.org)

phone 336.725.1516 · fax 336.722.6038

April 11, 2017

Dear Exhibiting Member,

Enclosed are 2 copies of your Contract and a booth layout for Piedmont Craftsmen's 54th Fair. Put the following dates on your calendar:

- May 16:** Booth assignment lottery. Spaces assigned to those who have mailed in their signed contracts with at least 50% of their booth fee paid, or who have signed the monthly credit card payment agreement.
- July 18:** Invoices mailed out for booth fee balances
- October 2:** Booth fee balances due. **Drop dead date for cancellation.** Cancellations must be made in writing or by email and received in our office by **October 2**. Any paid booth fees will be refunded **less \$100**. **No refunds** will be issued for cancellations received **after October 2**.
- November 17:** Early load in begins **after 2:00 p.m.**
- November 18:** Load in begins at 7:00 a.m. **Preview Party** begins at 5:30 p.m.
- November 19 - 20: Piedmont Craftsmen's 54th Fair.** Load out begins at 5:01 p.m. on Sunday 11/19.

#### Worth noting:

- We are keeping the Fair to no more than 110 booths this year. We will do everything in our power to bring lots of people in the door, and we'd rather they have a few less artists to spend their money with so you all get a chance at slightly bigger pieces of pie.
- When assigning booths, we do our best to honor your space requests while keeping in mind the overall look of the Fair. After May 16 we will assign booths on a first-come, first-served basis. **The Fair layout is on the reverse of this sheet.**
- A reminder: **we no longer process credit card payments for exhibitors.** There are so many good merchant service options for a variety of mobile devices, it just makes more sense for you to handle your own sales. Yes, there will be free Wi-Fi.
- Your booth fee includes basic pipe and drape and electricity in the form of one 110v line (about 500 watts).
- **Renovations to the Benton Convention Center are almost complete!** They should be complete by June. No more blocked streets. For those of you who weren't here last year, **Carpet! Yes!** And the concession stand opens inside of the hall. We have tweaked the layout a bit from last year.
- **As always, you will contract all extra furnishings through Hollins Exposition Services.** They will send you Exhibitor packets about 6 weeks before the Fair. They will be on-site for limited hours during set up. If you opt for black drape, your booth will be a bit smaller than 10x10, because they need to set up extra pipe and drape within your booth space.

If you need to, we can charge you over a 6 month period, to be paid in full before the Fair. This option carries a \$25 administrative fee, and the cancellation policy is different. If you cancel in writing before **October 2**, we will refund all but \$125 of your booth fee. **If you are interested, contact me for a payment schedule. This option is not available for shared booths or for on-line payment.**

Please fill out and sign both copies of the contract, **keep the one marked "Artist's Copy"**, and return the other one to us with your deposit. Or, you can pay at, [www.piedmontcraftsmen.org](http://www.piedmontcraftsmen.org). Go to the online shop, click on Memberships, then Exhibiting Member Services. **If you pay online, you will still need to mail in a signed contract.**

Sincerely,

Deborah Britton  
Fair and Exhibiting Member Services



**EXHIBITORS CONTRACT – ARTIST’S COPY**  
**PIEDMONT CRAFTSMEN’S 54th FAIR**  
**SATURDAY– SUNDAY, NOVEMBER 18 - 19, 2017**  
**PATRONS’ AND MEMBERS’ PREVIEW NIGHT, FRIDAY, NOVEMBER 17**

Name \_\_\_\_\_ NC Sales Tax ID# \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

MEDIUM \_\_\_\_\_ Email \_\_\_\_\_

NAME as it should appear on booth sign: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

Please reserve a booth for me at Piedmont Craftsmen’s 54th Fair. I agree to abide by the terms printed on the reverse side of this form. I also certify that all works on display in my booth will be works made by me or by assistants/apprentices under my direct supervision.

**PLEASE SELECT BOOTH FEE PLAN** (Power for 500 watts, WiFi, and **gray colored** curtains included)

**FLAT BOOTH FEE**

- |  |   |
|--|---|
| <input type="checkbox"/> \$625 - Single Booth 10’x10’ (1 power cord)         | <input type="checkbox"/> \$338 – ½ Shared Single Booth (indicate partner below)     |
| <input type="checkbox"/> \$906 - Booth and a half 15’x10’ (2 power cords)    | <input type="checkbox"/> \$462 – ½ Shared Booth and a half (indicate partner below) |
| <input type="checkbox"/> \$1187 - Double Booth 20’x10’ W x D (2 power cords) | <input type="checkbox"/> \$609 – ½ Shared Double Booth (indicate partner below)     |

Please send me \_\_\_\_\_ Fair stickers I can put on my own postcards **OR** \_\_\_\_\_ Fair Brochures  
how many? how many?

I’d be willing to demonstrate at the Fair (small stipend or booth fee discount available)

**BOOTH ADD-ONS** *Extras including tables (with or without skirts), black drape, cross bars and carpet will be available for rental from Hollins Exposition Services separate and apart from this contract. They will send out Exhibitor’s Packets in September.*

add  \$ 75 - corner location (indicate preference below)

add  \$ 55 - additional power (if you are found by the Benton Convention Center’s Engineering staff to be drawing power in excess of specifications, you will be supplied with extra power upon payment.)

**TOTAL DUE** \$ \_\_\_\_\_ **AMOUNT ENCLOSED** (1/2 of total fee due with contract) \$ \_\_\_\_\_

**OR:** \_\_\_\_\_ Charge my credit card in 6 monthly payments, booth fee to be paid in full by October 2, 2017. *(Piedmont Craftsmen will add a \$25 administrative charge to your total if you select this option. Contact us for a payment schedule before returning your contract)*

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 digit security code \_\_\_\_\_

SIGNATURE \_\_\_\_\_  I paid online. Transaction # \_\_\_\_\_

AN INVOICE FOR THE BALANCE DUE WILL BE SENT JULY 18 — DUE BY October 2, 2017  
*Payments made after OCTOBER 2, 2017 are subject to a \$25 late fee, and Exhibitor will be put on a space available list.*

**BOOTH LOCATION PREFERENCE - REFER TO ENCLOSED MAP FOR NUMBERS**

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

Other Notes \_\_\_\_\_

**SHARED BOOTH - EACH EXHIBITOR MUST SUBMIT A SIGNED CONTRACT**

Booth Partner \_\_\_\_\_

**\*\*\*\*KEEP THIS COPY FOR YOUR RECORDS\*\*\*\***

**EXHIBITING MEMBER CONTRACT**  
**PLEASE READ THIS ENTIRE CONTRACT CAREFULLY**

1. **ELIGIBILITY:** Any Exhibiting Member whose 2017 dues and other obligations are paid in full is eligible to participate as an Exhibitor in the Fair under the terms and conditions set out in this contract.
2. **BOOTH FEE:** An initial deposit of 1/2 of your total booth fee is due with your signed contract. The remainder is due on or before October 1, 2017. If the balance of your booth fee is not received prior to October 1, 2017, your first choice of booth may be canceled and you will be assigned a booth on a space available basis, and **you must pay a \$25.00 late fee.** **NEW PAYMENT OPTION:** You may authorize Piedmont Craftsmen to charge your credit card in 6 equal payments scheduled for **May 4, June 8, July 6, August 3, September 7 and October 5**. A \$25 administrative fee will be added to your initial payment. If you are interested in this option, contact Piedmont Craftsmen for payment amounts.
3. **RESERVATIONS AND PAYMENT:** Booth space must be reserved and paid for according to the terms on the front of this form. The standard Single Booth is 10' wide by 10' deep and includes 8' gray colored curtains, power consisting of a power line adequate for handling 500 watts, and two Exhibitor Assistant passes. Corner booths and additional power are available for additional fees. Front crossbar, black drape, tables, and carpet will be made available through Hollins Exposition Services, our exhibition services provider, separate and apart from this contract. You may charge your payment to Piedmont Craftsmen on MasterCard, VISA, Discover or AMEX; please give name on card, card number, security code, expiration date and amount.
4. **BOOTH REQUIREMENTS :** All booth set ups and electrical connections must meet basic safety standards and are subject to approval by the Winston-Salem Fire Marshall and/or the chief engineer of the Benton Convention Center. Any booths that are deemed by convention center management to be drawing power in excess of specifications will be supplied with extra power upon payment by the exhibitor. No booth should extend beyond the contracted dimensions and no furniture, crafts, etc. are allowed in the aisles. No tape, pins, nails or other modification may be affixed to the rented curtains.
5. **SALES TAX:** Exhibitors **must** register with the NC Department of Revenue and obtain a sales tax identification number. Your Piedmont Craftsmen's Fair contract will not be processed without a sales tax identification number and Exhibitors are responsible for collecting and paying the required 6.75% sales tax. Call the NC Department of Revenue at 1-877-252-3052, or check the NC Department of Revenue website at <http://www.dornc.com/faq/sales.html#registration> for sales tax information. PCI is required to provide the NCDOR with a list of our exhibitors. **They will come to the Fair** to register anyone who has not done so in advance.
6. **BOOTH LOCATION:** Booth location will be assigned by lottery on May 16, 2017 according to exhibitors' stated preferences and Fair Management's discretion. Only signed contracts with paid booth deposits will be eligible for the lottery. After May 16, 2017, booths will be assigned on a first-come/first-served basis according to your numbered preferences. Contracts received after all booth spaces have been reserved will be held on a waiting list. The order in which location assignments are made and the order of the waiting list will be determined solely by the date your contract and deposit/payment are received. PCI will make every effort to honor your booth location request, however, we must reserve the right to make booth location reassignments, if cancellations require reconfiguration of the show layout.
7. **PROCEDURES:** Exhibitors agree to comply with the Fair Schedule and Procedures for setup, Preview, public hours, strike, parking and so forth as outlined in the Fair Exhibitor Update, which will be sent after location assignments have been made final (mid-OCTOBER). Proper, reasonable and safe marketing procedures which contribute to the overall quality of the Fair, as well as to the protection of the consumer, should be followed. Exhibitors are expected to conduct themselves in a professional and courteous manner. Artists must present their own work and all work shown must be the work of the exhibiting member. No agent or proxy exhibitors allowed. Any exceptions must be approved by the board.
8. **CANCELLATION:** **You must notify PCI of cancellation in writing. A refund of monies paid (less \$100 processing fee) will be made only on cancellations received in writing on or before OCTOBER 2, 2017. No booth fee refunds will be issued on cancellations received after that date.** PCI, its agents, employees, trustees, and officers shall not be liable for failure to perform or fulfill its contractual obligation provided such failure is due to any cause or causes beyond its control, including, but not limited to acts of God, fire, flood, war, public disaster, strikes or labor difficulty, governmental enactment, regulation or ordered, or any other cause beyond its control, except that deposits will be refunded less an administration fee.
9. **SECURITY:** Armed off-duty police officers will provide 24-hour security during the Fair beginning at 7:00 p.m. Thursday, November 17. The building is locked after hours, and no one will be allowed entry for any reason until one half-hour before opening, but each exhibitor is responsible for his or her person, and dependent persons, and his or her own goods and possessions at all times.
10. **LIABILITY:** Neither PCI nor Benton Convention Center is responsible for personal injury to exhibitors, loss of or damages to exhibitor's wares or personal property, or for loss or injury caused by products sold or exhibited by exhibitors. The exhibitor expressly releases PCI, its agents, employees, trustees, and officers from all claims for such loss, injury or damage. Insurance for such loss, damages, or injury is the responsibility of each exhibitor at his or her own cost. In no event will PCI be responsible for any consequential economic damage or lost profits as claimed as a result of any act or omission of PCI.