



601 N. Trade St. Winston-Salem, NC 27101 • 336.725.1516 • piedmontcraftsmen.org

April 27, 2023

Dear Exhibiting Member,

Save these dates:

- June 12:** Booth assignment lottery. Spaces assigned to those who have mailed in signed contracts with at least a \$100 deposit, or who have signed the monthly credit card payment agreement.
- November 1:** Booth fee balances due. **Drop dead date for cancellation.** Cancellations must be made in writing or by email and received and acknowledged in our office by this date. Any paid booth fees will be refunded **less \$50. No refunds** will be issued for cancellations received **after November 1.**
- November 16:** Early load in begins **after 2:00 p.m.**
- November 17:** Load in begins at 7:00 a.m. **Preview Party** begins at 6:00 p.m.
- November 18 - 19:** **Piedmont Craftsmen's 59th Fair.** Load out begins at 5:01 p.m. on Sunday 11/20.

Worth noting:

- We are keeping the Fair to no more than 105 artist booths.
- When assigning booths, we do our best to honor your space requests while keeping in mind the overall layout of the Fair. After June 12 we will assign booths on a first-come, first-served basis.
- Your booth fee includes Wi-Fi, basic pipe and drape, and electricity in the form of one 110v line (about 500 watts).
- **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.
- **Live Music:** We will again have live music throughout the run of the Fair. Plan on jazz with Joe Robinson on Preview Night, and music coordinated by the Ramkat on Saturday and Sunday.

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. Contact me if you need instructions. **If you pay online, you will still need to mail in a signed contract.**

Sincerely,

Scott Waltz, Events & Membership Manager

EXHIBITORS CONTRACT
PIEDMONT CRAFTSMEN'S 60th FAIR
SATURDAY– SUNDAY, NOVEMBER 18 - 19, 2023
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: _____

Please reserve a booth for me at Piedmont Craftsmen's 60th 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.

SIGNATURE: _____ DATE _____

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

FLAT BOOTH FEE

- | | |
|--|---|
| <input type="checkbox"/> \$655 - Single Booth 10'x10' (1 power cord) | <input type="checkbox"/> \$355 – ½ Shared Single Booth (indicate partner below) |
| <input type="checkbox"/> \$950 - Booth and a half 15'x10' (2 power cords) | <input type="checkbox"/> \$485 – ½ Shared Booth and a half (indicate partner below) |
| <input type="checkbox"/> \$1245 - Double Booth 20'x10' W x D (2 power cords) | <input type="checkbox"/> \$640 – 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 am 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 (\$100 minimum due with contract) \$ _____

OR: Charge my credit card in monthly payments, booth fee to be paid in full by November 1, 2023. Start date: _____

Credit Card # _____ Exp. Date _____ CVV _____

SIGNATURE _____ I paid online. Transaction # _____

A STATEMENT OF YOUR BALANCE DUE WILL BE SENT JULY 3, TOTAL DUE BY NOVEMBER 1, 2023

BOOTH LOCATION PREFERENCE - REFER TO ENCLOSED MAP FOR NUMBERS

First Choice _____ Second Choice _____ Third Choice _____

SHARED BOOTH - EACH EXHIBITOR MUST SUBMIT A SIGNED CONTRACT

Booth Partner _____

Return to: **PIEDMONT CRAFTSMEN / 601 N. TRADE ST. / WINSTON-SALEM, NC 27101**
Phone: 336-725-1516/Fax: 336-722-6038/email: members@piedmontcraftsmen.org

EXHIBITORS CONTRACT – ARTIST’S COPY
PIEDMONT CRAFTSMEN’S 60th FAIR
SATURDAY– SUNDAY, NOVEMBER 18 - 19, 2023
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: _____

Please reserve a booth for me at Piedmont Craftsmen’s 60th 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.

SIGNATURE: _____ DATE _____

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

FLAT BOOTH FEE

- | | |
|--|---|
| <input type="checkbox"/> \$655 - Single Booth 10’x10’ (1 power cord) | <input type="checkbox"/> \$355 – ½ Shared Single Booth (indicate partner below) |
| <input type="checkbox"/> \$950 - Booth and a half 15’x10’ (2 power cords) | <input type="checkbox"/> \$485 – ½ Shared Booth and a half (indicate partner below) |
| <input type="checkbox"/> \$1245 - Double Booth 20’x10’ W x D (2 power cords) | <input type="checkbox"/> \$640 – 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 am 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 (\$100 minimum due with contract) \$ _____

OR: Charge my credit card in monthly payments, booth fee to be paid in full by November 1, 2023. Start date: _____

Credit Card # _____ Exp. Date _____ CVV _____

SIGNATURE _____ I paid online. Transaction # _____

A STATEMENT OF YOUR BALANCE DUE WILL BE SENT JULY 3, TOTAL DUE BY NOVEMBER 1, 2023

BOOTH LOCATION PREFERENCE - REFER TO ENCLOSED MAP FOR NUMBERS

First Choice _____ Second Choice _____ Third Choice _____

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 2023 dues 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 \$100 is due with your signed contract. The remainder is due on or before **November 1, 2023**. **OTHER PAYMENT OPTIONS:** You may authorize Piedmont Craftsmen to charge your credit card in equal payments scheduled **on receipt of contract, and subsequent payments on the first week of the month**. If you are interested in this option, contact Piedmont Craftsmen for payment amounts. Or you may pay using PayPal. Contact us to make arrangements.
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, electricity 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. 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. (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.)
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 (or indication that the application is pending) and Exhibitors are responsible for collecting and paying the required 7% 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 in the event that they come to our event to check.
6. **BOOTH LOCATION:** Booth location will be assigned by lottery on June 12, 2023 according to exhibitors' stated preferences and Fair Management's discretion. Only signed contracts with paid booth deposits will be eligible for the lottery. After June 12, 2023, 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 or health and safety restrictions 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 \$50 processing fee) will be made only on cancellations received in writing on or before **NOVEMBER 1, 2023**. 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. **EVENT CANCELLATION:** If public health and safety concerns mandate the cancellation of Piedmont Craftsmen's Fair, PCI will refund in full any booth fees paid as of the cancellation date. All contracted exhibitors will be offered the option of participating in an alternative event if that is possible.
10. **SECURITY:** Armed off-duty police officers will provide 24-hour security during the Fair beginning at 6:00 p.m. Thursday, November 16. 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.
11. **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.



**PIEDMONT
CRAFTSMEN**

601 N. Trade St. Winston-Salem, NC 27101 • 336.725.1516 • piedmontcraftsmen.org

60th Piedmont Craftsmen's Fair November 17 - 19, 2023

Locations of 15' booths are somewhat flexible. They can be moved based on request and limited by the restrictions imposed by the space.

