

The 30th Anniversary Grove Park Inn

Arts & Crafts Conference

February 17 - 19, 2017

EXHIBITOR PACKET

Omni Grove Park Inn

Asheville, North Carolina

Bruce Johnson, Conference Director

Alex Fisher, Conference Manager

Gus Adams, Show Manager

Paul Bartholic, Show Manager

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Arts-CraftsConference.com

*"We can solve any problem before the show,
but very few at the show."*

Key Items To Note:

Parking: Outdoor parking remains free. Omni Grove Park Inn now charges for parking inside the enclosed parking garages. Rates are: 0-3 hours complimentary; 3-6 hours is \$10; 6-24 hours is \$15. It is also \$15 per day for registered guests. May pay upon leaving with cash, credit card or room key. No charge for parking in the outdoor lots, aside from valet.

Trucks and Trailers: Must park down at the Country Club or risk getting hung up on the new parking gates and barricades.

Sales Tax: Make sure you have a NC Sales Tax Number (see #9). Sales tax is 7%.

Glass Elevator: Furniture exhibitors will not be able to load-in or load-out through the Vanderbilt Wing front sliding doors and glass elevator. This entrance and elevator are intended for non-furniture exhibitors driving vans or pulling trailers. The Omni Grove Park Inn wants to reduce the possibility of damage to the glass elevator by eliminating the number of pieces of furniture brought in or out using it. If you have questions regarding this policy, call Bruce at (828) 628-1915 BEFORE the conference.

Carts: If you self-load and unload, bring your own handcart. The G.P.I. will not provide these. If you need assistance you can call the bellstand to see if any of the bellmen are available.

Docks and Porters: This is not entirely new, but bears repeating: all large trucks must unload and load at the Upper or Lower Loading Docks, where porters will be assigned. If you do not wish to use the porters, you agree to go to the bottom of the list so that you do not slow down everyone else.

Registration Desk: Conference registration will open 2:00-4:00pm on Tuesday for Loading Dock signup. It reopens from 8:00am-6:00pm on Wednesday; 8:00am-8:00pm Thursday; and 8:00am-1:00pm Friday.

Thursday Set Up: has been extended to 7:00pm.

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Bruce Johnson Office: (828) 628-1915 Cell: (828) 216-0350

Omni Grove Park Inn (828) 252-2711

1. Schedule

Tuesday, February 14

2:00pm-4:00pm Registration Desk open; loading dock signup starts.

Wednesday, February 15

8:00am-9:00pm Pipe and drape setup; no exhibitor unloading.

8:00am-5:00pm Registration Desk open; loading dock signup continues.

Thursday, February 16

8:00am-7:00pm Setup: All Exhibitors

7:00pm Craftsman Farms Banquet (bar opens at 6:30pm)
(advance registration required: (973) 540-0311)

Friday, February 17

8:00am-1:00pm Setup: All Exhibitors.

1:00pm-6:00pm All shows open.

Saturday, February 18

11:00am Exhibitors allowed in for final setup.

Noon-6:00pm All shows open.

Sunday, February 19

10:00am Exhibitors allowed in for final setup.

11:0am-4:00pm All shows open. *

*** Exhibitors who begin packing up their merchandise before the close of the show will not be offered a contract for next year.**

2. Pre-Conference Checklist

- _____ 1. Read this packet, so you know what to expect!
- _____ 2. Call by **January 10** with any changes for your case or pegboard order.
- _____ 3. Call your lodging to confirm arrival and departure dates.

3. Lodging

G.P.I. Package Rate - Everyone staying at the GPI, including exhibitors and their staff, will be charged \$150 per person for a conference pass as part of their Arts & Crafts Weekend Package. There is no exception to this rule, which has been in effect for several years. Exhibitors who are (1.) business owners, or (2.) who are working full-time in the booth because the business owner is not attending the conference are entitled to a \$75 discount from Bruce Johnson on the exhibitor invoice (NOT at the front desk). **Each business is only permitted two exhibitor discounts.** Persons who only wish to work the show and who have no interest in attending any of the conference events need only to stay someplace other than the GPI to avoid any charge for a conference events pass.

There is no special room rate for exhibitors below the discounted rate we have negotiated with the GPI for the Arts & Crafts Weekend Package.

Checkout - G.P.I. checkout for those leaving Sunday night is 12:30pm. You either need to check out before the show opens on Sunday or plan to leave your booth and check out before 12:30pm. For those staying at the GPI Sunday night the room charge is \$128 (plus tax), regardless of how many people are sleeping in the room. The same rate applies to nights prior to the weekend package.

Next Year - Call (800) 438-5800 if you want to stay at the GPI. The inn fills up in a matter of weeks.

Confirmation - If you have a reservation at the GPI, call **(800) 438-5800** to double-check on it and your arrival date. A few reservations were canceled last year when people did not arrive on the day they had originally noted on their reservation. Double-check, double-check, then double-check. Problems are easier to handle now rather than at the front desk.

4. Travel, Arrival & Parking

Car & Van Directions: Take I-40 to I-240 (which loops around the northern part of Asheville and re-connects with I-40). Exit off I-240 at Exit 5B, which is also the Charlotte Street exit. Turn north, away from the downtown area, onto Charlotte Street. Stay on Charlotte Street until you reach Macon Street (approx. 1 mile), where you will turn right. Macon Street has a street sign on Charlotte Street, but a larger landmark is the small city park which is on the left side of Charlotte Street at the point where Macon heads off to the right. On the park side of the street

there should also a GPI sign pointing toward Macon Street. If you go past Macon Street, Charlotte Street will dead-end in about three blocks. Macon Street will take you to the GPI entrance.

Car or Van G.P.S. address: 290 Macon Avenue, Asheville.

Truck or Trailer G.P.S. address: #2 Club View Road, Asheville, NC.

Truck Directions:

Do NOT drive your truck or a vehicle with a trailer attached up to the GPI to check in.

The Grove Park Inn has now installed parking gates, which make it impossible for rental trucks and vehicles pulling trailers to enter any of the parking lots adjacent to the hotel. This includes the lot above the Sports Center we have used in the past. Trying to do so will only mean that you will get jammed in and possibly damage your truck or trailer and the parking mechanism.

We have arranged for parking in the GPI Country Club lower parking lot. You can then either walk up the hill to the hotel or call the Security Shuttle from the house phone inside the door to the Country Club. On Thursday we will call truck drivers using either Loading Dock on your cell phone when it is time for you to drive up.

To reach the Country Club parking lot you will NOT use the front entrance to the GPI.

Here are driving directions:

Exit I-240 at the CHARLOTTE STREET exit and drive north, away from downtown approx. one-half mile; Turn LEFT onto EDWIN PLACE directly across from the historic Gatehouse on your right; Edwin Place becomes KIMBERLY AVENUE at the next stoplight; Continue north on Kimberly Avenue driving alongside the golf course; At the end of the golf course, turn RIGHT onto COUNTRY CLUB ROAD; In less than a quarter mile you will see the stone entrance to the Country Club; turn in and park in the LOWER LOT.

When it is your time to unload, you can drive up to the GPI using the access road attached to it.

If you are planning to drive pulling a trailer to the GPI each day of the show from an outside motel, you will have to park in this Country Club parking lot, as you will not be able to maneuver your trailer around in the lots you may have used in the past.

Car and Van Parking: As you enter the grounds you will see Parking Lot A on your right (car parking only). Drive past the entrance to Parking Lot A down to the large veranda directly in front of the main entrance, then take an immediate right down the hill. On your right you will see several parking spaces, any of which you can use during setup. **Do Not Move Any Barricades or Block the Loading Ramp. Do not park beyond the white chain or fence – even if someone else has. You will be towed.** If you have a large truck, park at the Country Club. The GPI has a security camera and operator watching and taping all activity in the Country Club parking lot.

Omni Grove Park Inn now charges for parking inside the enclosed parking garages. Rates are: 0-3 hours complimentary; 3-6 hours is \$10; 6-24 hours is \$15. It is also \$15 per day for registered guests. May pay upon leaving with cash, credit card or room key. No charge for parking in the open lots.

Important: If you arrive before Wednesday morning and there is no fence or rope preventing you from parking near the bottom of the loading dock, do NOT park anywhere near there. The pipe and drape crew arrive in two semi-trucks and need all the room they can get to turn around and back in.

GPI Registration - If you are staying at the GPI, register at the front desk in the Great Hall first.

Conference Registration and Badges - Register at the Arts & Crafts Registration Desk in the Sammons Wing. Name badges are required for entry to the exhibition area and will be checked by security. You can only get name badges at the A&C Registration Desk. Make sure you leave us your cell phone number there.

Invoices - Bring your checkbook or credit card along to registration, for you must first pay your booth and advertising invoice. The invoice for your booth must be paid in order for the registration staff to give you or your employee(s) a badge. **Invoices paid with a credit card will have to have an additional 3% added to the total to cover the cost of the card processing fee.**

Conference Events - Any exhibitor, driver or helper NOT staying at the GPI who wants to attend any of the conference events (lectures, discussions, exhibits, etc.) must register in advance for the Arts & Crafts Conference by calling (if you have not already done so) Bruce Johnson. The cost is just \$75 and can be added to your booth invoice. Any exhibitor or helper who is only working during set-up or the show will have a special badge, which will not admit them to the seminars and other events.

Loading Dock Sign-Up - The sign up sheet for the loading dock will be at the Arts & Crafts Registration Desk in the Sammons Wing starting at 2:00pm on Tuesday. Those exhibitors who are NOT driving large trucks and who do NOT need to back into a loading dock do NOT need to sign up. If you are able to move your merchandise into the hotel without using a loading dock, it will go much faster for you. GPI bellmen (working for tips) can help you bring small boxes through the regular doors. You can call them when needed using a GPI (white) telephone. Or call (828) 252-2711. **You (or your driver) must be there in person to sign up. No one may put another person's name on the loading dock list. Breaking this rule will only move both of you to the bottom of the list.**

Weekend Parking - In years past we lost valuable customers who could not find a parking space at the GPI. Prime parking spots for buyers were taken up all weekend by exhibitor vans and trucks. **This year we are requiring all exhibitor vehicles to be parked in the lots furthest from the GPI.** You will need to register your vehicle when you register for your name badge. GPI security will check the parking spaces on Friday afternoon and again on Saturday. If you leave your vehicle in a customer parking area, you will have to leave your booth to move your van or truck. It may seem an inconvenience to you, but so is the sight of buyers driving around looking for a parking space - then going home.

5. Show Setup

Setup is not a preview for exhibitor spouses, significant others, shop or gallery employees, other dealers, relatives, consigners, silent partners, best friends or important clients. **If any of the above pressures you to get them in as helpers during setup, just explain that it is out of your hands - and into mine.**

Boxes Shipped to GPI - A lack of storage space and staff has forced the Omni Grove Park Inn not to accept any boxes or crates from exhibitors **prior to Wednesday**. Packages arriving on or after Wednesday will be accepted and placed in your booth. What began two years ago as a few boxes turned into an avalanche that they simply are not set up to handle. As a result, if you intend to ship any items early to Asheville, you need to make arrangements

for a local storage & transfer company to receive and then transport your items to the GPI on Thursday. One such firm is: Union Transfer & Storage, 6 Trident Dr., Arden 28704 (828) 209-0171. Regardless who you use, it will be your responsibility to contact them in advance and to make all arrangements with them regarding your shipment. **The GPI will automatically reject any COD shipments.**

Box Charges - The GPI will charge each exhibitor for each box which they have to receive, log in, store (even if just overnight) and deliver to your booth. The rates are listed here. For everyone's convenience, Bruce Johnson will write one check to the GPI for all of the Arts & Crafts boxes received. Rather than approach you on Sunday afternoon while you are busy in your booth, we will bill you in the mail for any charges after the show.

NOTE: The GPI can no longer accept boxes to be shipped out the following day. All outgoing shipments must be made through The UPS Store on Sunday or you must take the items to another shipper in Asheville on Monday. The GPI has a large group arriving early Monday morning, so we have to be out of all of the exhibit rooms.

OMNI GROVE PARK INN BOX STORAGE AND DELIVERY CHARGES

1 box	\$5
1-5 boxes	\$10
6 or more boxes	\$20 plus \$5 per box above 6 boxes
Crates, furniture, oversized boxes and unusual situations: case-by-case basis.	
***These rates will apply unless we inform you differently prior to the Conference.	

LOADING DOCKS AND UNLOADING AREAS:

Upper Loading Dock

Adjacent to Antiques Show and Book Show.
Designed for trucks and large trailers carrying furniture. Porters will be assigned.
Loads directly into the Books Show hallway in front of the Antiques Show (8th floor).
Room for only one truck at a time. Must be on The List.

Lower Loading Dock (north side of GPI)

Designed for trucks and large trailers carrying furniture. Porters available.
Requires a service elevator ride up to 8th floor.
Must be on The List, but there are usually four bays available. Shorter wait.
Works well for Contemporary Craftsfirms at this end of GPI.

Vanderbilt Wing Entrance (east side of GPI; through the glass doors)

ONLY for vans and trailers with boxes. NO FURNITURE. No large trucks.
Good for self-unloading or with the help of a GPI bellman.
Enters onto 7th floor, requiring an elevator ride (or stairs) up to the 8th floor.
No waiting list. Room for five vehicles to unload at once.

Parking Garage Elevator (entrance on north side of GPI)

Vans only. No trucks. **Maximum height: 6' 6"**
Highest parking level is the 7th floor, requiring an elevator ride up to 8th fl.
Empties in the hallway in the middle of the Contemporary Craftsfirms Show.
Best for C.C. exhibitors in hallway and meeting rooms. Can leave your vehicle. GPI now charges for parking in the garage after three hours.

TIP: If you are self-loading and unloading, bring your own handcart or small four-wheeled cart, for the G.P.I. does not provide them for us.

The general public will not be allowed in during setup, but someone may slip in. If someone wearing the wrong badge color enters the room, inform them that the room is not yet open to the public and ask them to leave. If they refuse, send someone for myself, Gus, Paul or security.

Setup will begin at 8:00am on Thursday. The order in which vehicles will unload at the loading dock will be determined by the sign-up sheet at the Registration Desk. If you are toward the top of the list, be in the Grand Ballroom on time Thursday morning. We will not hold a spot at the loading dock for anyone who isn't ready to back their truck up when his/her name is called. **Set-up on Thursday ends at 7:00pm for everyone.**

Setup runs from 8:00am to 1:00pm on Friday for all exhibitors in the show. At 6:00pm Friday security will empty the Grand Ballroom and lock the doors. Exhibitors will be permitted to enter their booths sixty minutes prior to the opening of the show on Saturday and Sunday for final touchup and pricing.

Helpers - If you are a **solo owner**, the limit will be one helper during set-up. As always, you will be completely responsible for the actions of your helper. **Helpers do not have floor shopping privileges.** They are to remain in your booth. Failure to do so will result in (1.) the ejection of the helper from the setup, and (2.) the rejection of any request for a helper in the future.

Two business owners who are both present during set-up will not be able to have a helper. We will have porters available to get the merchandise from your truck into your booth. At that point the two of you can handle it.

Truck drivers do not automatically become helpers, nor do they have floor walking privileges. Make sure your driver knows this before he leaves your shop. Once the truck is unloaded, his job is done unless I have pre-approved him to help set up your booth (you would have to be a solo exhibitor for this to happen).

If you have requested on your worksheet helpers whom you now suspect will not be approved, I suggest that you call me (828-628-1915).

The loading dock and the hallway between the loading dock and the Grand Ballroom will be off limits to everyone except the exhibitor being unloaded and the porters.

Do Not Enter signs will be available to be placed in each exhibitor's booth. Please display these signs prominently any time you leave your booth unattended. Anyone found in a booth where a *Do Not Enter* sign is displayed may (1) be banned from the showroom during the remainder of setup, (2) be restricted to their booth during the remainder of setup, and/or (3) not be offered a contract for next year.

Video cameras will be in use by security at various points in the Omni Grove Park Inn.

Price Tags: No one is required to name a price for any item during setup. **Everyone is required to have a price tag on every item once the show begins.**

Floral Arrangements - If you wish to order floral arrangements to be delivered to your booth, Beth Stickle, owner of Bloomin' Art (60 Haywood St., Asheville, 28801 (828) 254-7447) has provided excellent service and arrangements for exhibitors the past few years. Delivery should be scheduled for Friday morning. Be at your booth to accept delivery!

Booth Walls - The antiques booths in the Grand Ballroom will be pipe-and-draped panels. The back walls are eight feet tall and can support a limited number of small paintings. Bring pliers and strong wire. The side walls are either three feet or eight feet tall. **Nothing may be attached to the walls, doors, ceiling or woodwork in any GPI room, so design a freestanding display for wall mounted and hanging items.**

Important Note: We have had complaints and concerns from antiques exhibitors regarding large paintings and objects hung by their adjoining exhibitors from the pipes. These have knocked off valuable pottery in the booth on the other side of the shared pipe and drapery. Before hanging anything from the pipe, you must consult with the exhibitor on the opposite side. If the painting or object cannot be hung safely, then it cannot be hung at all.

Breakage - When you move anything in your booth, realize that if you accidentally knock something over in the booth on the other side of the drapery, you have to accept responsibility for your actions. Everyone needs to realize that if you do break something in your neighbor's booth, the old adage applies: if you break it, you buy it. So look before you move.

Note #1: This does not apply to any of the porters (see below). If a porter is helping you, then you are responsible for directing him while he is moving things for you in your booth. If a porter accidentally breaks something of yours, you must accept full responsibility. Supervise them closely for they may not be aware of what is on the other side of the drapery or in your truck or booth.

Note #2: Keep an eye on the porters, even when they are not working for you. They are great guys, but they don't handle antiques every day. If you see one making a mistake or about to lose a piece of furniture off a cart, politely correct him. Watch your merchandise any time the porters are pushing a cart near you.

Note #3: The "you break it, you buy it" rule may be suspended if the object was left in the aisle, or if the table or stand it was on protrudes into the aisle. It is your responsibility to make sure none of your merchandise extends beyond your booth boundaries. If it does and it gets damaged or broken during setup or the show, you will be responsible for it.

Tables and Chairs - The GPI will furnish both 6' and 8' tables, which are covered and skirted to the floor. You indicated on your original contract your table request. You can pull chairs as you need them from the service hallway.

Electricity and Outlets - Bring plenty of extension cords and wide tape for holding them in place on the floor. Outlets are nearby, but not always exactly where you want them. The best thing you can do is to bring plenty of extension cords, adapters (2 from 1 or, better yet, an outlet strip), and duct tape. The GPI continues to move outlets, so don't assume the outlets you used last year will be in the same place. **Bring extension cords and duct tape.**

Pegboards - Bring your own pegboard hooks (the heavy-duty style). Keep in mind: if you have pegboards in your booth, you have protruding metal feet on both sides. These need to be covered (perhaps with half a cardboard mailing tube and duct tape) in such a way that no one can trip over them, possibly causing injury to themselves and/or your merchandise. Come prepared to cover them.

Also, the pegboards are a drab brown. Most exhibitors bring heavy colored paper to cover them. The back must be covered with paper or fabric if it will be visible from your neighbor's booth.

Signs - Again this year I will provide the business sign for your booth. I trust that you provided me with the correct information on the back of your contract and on your registration sheet. You may bring additional signs.
Display Cases - If you ordered a display case, bring a standard sliding-glass-door lock. They are available at most hardware stores. The low, horizontal cases have built-in locks with keys.

Contemporary Craftsfirms and Book Exhibitors will not be allowed in the antiques room during setup without written permission from Bruce Johnson. This is intended to reduce breakage during setup. In return, antiques exhibitors will not be allowed to wander through the Contemporary Craftsfirms exhibits during setup. This does not apply to show hours. If you need to conduct business with someone in the other show during setup, plan on doing it in a public area and not the show area.

Service Hallways: The fire marshal has determined that you cannot store furniture or boxes against the wall in the service hallway behind your exhibit area. If you have never done this, don't worry, because it won't affect you. If you have used this area, you know what I am talking about, so don't plan on putting anything there this year. (And the G.P.I. has no obligation to provide storage space for us -- and they simply do not have it.)

The **alcoves** in the service hallway will still be available for empty boxes, as long as space is available. Leaving boxes or furniture in the hallway itself may mean that when you go to get them, the GPI staff may have moved them to parts unknown in order to comply with the fire marshal, who won't care whose they are. If he says they go, then they go -- right then. They were lenient in the past, but have not been since the New York nightclub fires. And who can blame them?

SMOKING AREAS: Smoking will NOT be permitted on the upper loading dock or on the fire exit in the Books, Magazines & More Show. Opening these doors created cold temperatures for the exhibitors in that area and will not be permitted by anyone this year or in the future. Smoking will only be permitted outside the sliding glass door entrance to the Vanderbilt Wing.

6. Show Regulations

Price Tags - Nothing has to have a price tag during setup. **Everything** has to have a price tag during the show.

Opening - The shows open on time each day. We cannot delay the show for one exhibitor, nor can we assign security to guard your booth until you show up.

No antiques can be displayed in the Contemporary Craftsfirms Show and no new works can be displayed in the Antiques Show. Clean, simple, neat and easy to understand.

New Parts, Repairs, Etc. - Minor repairs and restorations which leave an antique 100% original do not have to be noted on price tags. Any new parts, such as a new lamp shade, new hardware, or a new table leaf, must be noted on the price tag. As noted in your contracts, no new works, including reprints of artwork or photographs, are allowed in the antiques show.

Food - We will have a table set up in the service hallway where room service meals can be delivered. Room service will not be allowed to deliver meals into the exhibition rooms, nor will you be permitted to eat lunch in your booth during show hours. This is unprofessional and it discourages sales. If you expect to have a hunger attack in mid-afternoon, store some fruit to get you through to closing. You can bring your own food, snacks, and drink to eat in the service hall area.

Vintage Transportation and The UPS Store will be at tables in the Grand Ballroom ready to assist you and your customers with their packing and shipping needs. They will be willing to come to your booth to talk with potential customers, so give them a chance to show you that they have a different attitude than the management of three years' ago. **If you plan to use them Sunday, contact them during the conference, for they will be loading out themselves on Sunday afternoon.**

Sales Help - If you are going to have extra help in your booth during the show, have them get in line with the other attendees. We will not bring non-exhibitors to the front of the line on Saturday or Sunday, for it gives the appearance to those standing in line of a special preference.

Receipts - Since security is a primary concern for everyone associated with the show, including the GPI security staff and their own antiques, exhibitors will be required to give buyers a **detailed written receipt** for any item which you sell. Anyone attempting to leave the Grand Ballroom without a receipt will be sent back to your booth for one.

Restocking of your booth can be done from 6:00-6:30pm on Friday or Saturday. We will use the lower loading dock only. Please alert Gus or Paul if you need to get on the list for the loading dock. If possible, have your assistant or partner get the truck into position (with Gus' approval), unload the piece, and have it waiting in the service hallway just prior to 6:00pm. Any pieces which you want out of your booth can be temporarily stored in the service hallway. No porters will be available at this time.

Buying from the Public - For security reasons, no one will be allowed to bring merchandise into the Grand Ballroom after the antique show opens. If someone attending the conference is bringing a piece to either show or sell to you, it is your responsibility to arrange to see it some place other than in the Grand Ballroom. We will not allow people to walk through the Grand Ballroom with items they wish to sell. In addition to competing with you, it makes it difficult for security to determine if an item has been shoplifted from your booth. If you see someone attempting to sell a piece "from the aisle," please report it to myself or Gus Adams.

Tear-down will begin on Sunday at 4:00pm (not before) for all exhibitors and must be finished that night. Load-out list will be compiled by our staff in the order in which exhibitors are ready for porters.

7. Criteria for Merchandise

- A. Antiques
- B. Contemporary Craftsfirms
- C. Books

A. Antiques

The two basic criteria for antiques in this show are (1.) items must be from the Arts & Crafts era, and (2.) items must exhibit design elements characteristic of the antiques of the Arts & Crafts movement.

These guidelines have been established and are enforced to protect both the integrity of the Grove Park Inn Arts & Crafts Conference and to protect the financial interests of each exhibitor. This show is advertised as an Arts & Crafts show. Our attendees are not going to buy Art Deco, Modern, Victorian, or Art Nouveau antiques,

regardless of their quality. In the short run, the exhibitor who wanders outside the perimeters of the Arts & Crafts movement will suffer first. Left unchecked, the conference and the other exhibitors will eventually be affected. The criteria selected for the Grove Park Inn Arts & Crafts Conference and Antiques Show emphasizes form and technique rather than a precise date. Items will be evaluated on a case-by-case basis as we become aware of any problem. A few years ago, for instance, clarification was requested for Edward Curtis prints. After additional research, a more precise policy has now been established. We will continue to do the same as the need arises.

As you read these, bear this thought in mind: quality merchandise makes for a quality show, and a quality show attracts quality collectors. We are obviously in this for the long haul, not the short run. We have to make sure that we do not tarnish our reputation for the sake of a quick, but questionable sale.

A price tag must be affixed to each item which is for sale. The tag must be positioned where it can easily be found. Any item which is for display only must be clearly marked "For Display Only" or "Not For Sale."

Minor repairs and restoration do not have to be noted on the price tag, but do have to be truthfully represented to the customer.

New parts of a minor nature, such as screws under a table top, do not have to be noted in writing. **New, important, visible elements**, such as a lamp shade, hardware, a table leaf, or the veneer on a drawer front, do have to be noted in writing along with the price.

New picture frames are acceptable on original art, provided the price tag indicates that the frame is new. New, empty frames are not allowed.

Reprints, re-strikes, and photo offsets of Edward Curtis or any other photographer or artist will not be permitted. In the case of Curtis, only the original photogravures from the *North America Indian: 1904-1926* and original photos from the Curtis Studio may be sold in the antiques exhibit.

New upholstery and seating material are acceptable, but must be truthfully represented to the customer. New accent pillows (as opposed to cushions) are not permitted in the antiques exhibit, for they can too easily be confused with authentic pillows for sale in the room.

Finally, if you are considering bringing any item which may raise a question, call me first. It is far easier for us to discuss it calmly and privately over the phone than it would be to attempt to resolve the situation in the midst of set-up or the show itself. In the event of a disagreement, the burden of proof will be on the exhibitor. The decision whether or not the piece in question remains in the show, however, will be made by the conference director.

B. Contemporary Craftsfirms

Exhibitors and their merchandise in this category have fewer criteria to be met, but those which have been established will be enforced.

This show has always abided by the rule that antiques and new works should not be displayed in the same area, for doing so causes confusion for the buyer and confusion leads to lost sales.

Just as antiques dealers are not allowed to sell new works in the Grand Ballroom, exhibitors in the Contemporary Craftsirms Show are not permitted to sell or display antiques in their booths. This includes the following:

- old artwork, including prints, postcards, tiles and mottos, may not be displayed in new frames;
- new frames can only be sold either empty or with new artwork;
- antiques, including tables and bookcases, cannot be used for display purposes, even if they are not for sale; while seemingly harsh, this rule is simply designed to eliminate any possible confusion for the buyer.

C. Books

Any exhibitor can sell any books, antique, new or old-of-print, relating to Arts & Crafts in their booth.

8. Loading Dock Fee Policy

Each year it has become more and more difficult to find six to eight strong, dependable, responsible young men to take time from their classes or regular jobs to unload your trucks, trailers and vans all day on Thursday, then to come back and load them up on Sunday night, when it is always cold, always dark and occasionally wet. Invariably, the last truck never pulls away until after midnight.

The problem is simple: not enough money.

Prior to 2000 we let each exhibitor pay according to what he or she felt the porters deserved. Most of you have been very fair, a few very generous, and a few very cheap. When you consider how valuable your merchandise is, what it means to you at this show and the next, and how important these young men are to you, tossing six of them a couple of twenties just doesn't cut it any more. Our crew wasn't willing to take a chance on working all night in hopes that they'll get good tips.

Our options were limited. We could let each exhibitor be responsible for loading and unloading your own merchandise. This would either mean doing it yourself or bringing along your own help, which would be very expensive. This would also mean that it would take until dawn on Monday for all of you to pack out.

A more logical option was to change the method of payment from erratic tips to a standard rate based on the number of porters being used and the amount of time you use them. We instituted this several years ago and while a couple of you felt the porters were overpaid, the vast majority of you felt that (1) they did a great job, (2.) they worked as fast as possible, (3.) and it was better than doing it yourself.

One problem came up last year that I want to clarify. If you use the loading dock, then you HAVE to use the porters we have arranged to be there. You cannot pull up to the dock and then call for a GPI bellman to come down and help you - or do it alone. Doing so only (1) slows down the unloading process for everyone behind you, and (2) deprives the porters from their income. And if they don't make any money, then you won't have the option of using them in the future.

So, let me make it clear: if you pull up to the loading dock (upper or lower), you agree to use the porters we have assigned to that dock.

If you refuse the solution is simple: we will put you at the end of the list and you can unload your vehicle after the porters have left. If that is your choice, call me prior to the conference so that we can take care of it.

Also, let me emphasize that helpers are optional for those of you (not in large trucks) who do not plan to unload at either the main upper or the lower loading docks. If you typically unload your own merchandise either through the front doors of the Vanderbilt Wing or another entrance, you can continue to do so - with my encouragement. If you need one porter to help you, please go to the nearest Omni Grove Park Inn telephone, call the bell stand and request that a GPI bellman be sent down to help you. He will be working on a 'tip basis' for you. Please keep in mind that, like our porters, their response when you need one of them the next time will be based on how well you compensate them.

Note: There is no guarantee that a GPI bellman will be available at the time when you need him.

And speaking of The List: As most of you will recall, if you need to unload at either of the loading docks, you must put your name on the list at the Arts & Crafts Registration Desk when you arrive. You cannot sign up prior to arriving at the Omni Grove Park Inn. The order for loading out on Sunday night (and no one can load out before 4:00pm) will be based on when you are ready for porters to empty your booth. This list will be started by Bruce's staff on Sunday afternoon after the show.

Note: No customers, fictitious or real, will be allowed to back into the loading dock after 3:00pm on Sunday to pick up merchandise from you. Once we have determined which exhibitor will be the first exhibitor to pack out, we will have that exhibitor back his truck to the dock at 3:30pm so that we can start loading out precisely at four.

Also, it should go without saying, but I'll say it anyway, that any exhibitor who pulls his truck onto the loading ramp without our and who leaves it there unattended will be moved to the end of the list and will risk losing their booth for next year.

The amount you will be charged for using the porters will be based on (1) how long it takes to load or unload your truck and (2) how many men work on your truck.

Our foremen are Gus Adams and Paul Bartholic. Most of you know them, for they have worked at the conference for several years. They are honest and reliable. Gus and Paul will know how many porters are needed to efficiently unload or load your merchandise. Typically that can range from two to six. Obviously, six men can unload you faster than two men, so it all works out the same.

Unloading: You will be notified in the antiques showroom by myself or Katie Adams when it is your turn to back up to the loading dock. Be nearby and be ready. As soon as your truck backs into the loading dock, Gus or one of the other porters will meet you and the two of you will note the time. Your time will start accumulating when the door to the back of your truck opens. It will stop when the last of your merchandise is placed in your booth and you are set to drive to the parking lot.

Loading Out: Your time will start when the crew begins loading your merchandise from your booth onto their carts. If they proceed directly to your truck, it will continue until all the merchandise is loaded and the doors to your truck are closed. If the porters have to park your merchandise in the hallway to wait for the previous truck to finish loading, you and Gus or Paul will note how much time has been utilized and will suspend the count until the porters begin loading your truck.

Computing the Charge: The standard rate will be \$20 per man per half hour.

This is the minimum. I don't want to discourage tipping in addition to the standard rate, especially if you ask for and receive special consideration from them. I want these guys back next year, and, I suspect, so do you, for we are going to be a year older next year and those bookcases and sideboards aren't going to get any lighter.

There will be a minimum charge of one half-hour unit.

A unit will be the number of men working for you times \$20@.

For instance, 3 men for up to thirty minutes equals \$60.

If more than one-half hour is required, the charge will be figured on 15-minute intervals, each interval equaling one-half of the thirty-minute minimum.

For instance, if 2 men unload your truck in 45 minutes, the charge will be \$40 for the first thirty minutes and \$20 for the additional 15 minutes.

Cash is the preferred method of payment, but checks (made out to Bruce Johnson) will be accepted. **If you will not be present when your truck is being unloaded or loaded, make sure your driver is aware of this policy and is prepared to pay the porters.**

If you are sharing truck space with other exhibitors, the driver or the exhibitor present will be required to pay the porters for the entire load, not just their portion.

These rules are designed to get you in and out as quickly as possible, and to make sure that you don't delay next exhibitor - or are delayed by the one ahead of you. If you cooperate, things will flow smoothly. If not, then everyone will suffer. And if we don't have porters next year, we'll find out what suffering really is when we're standing on the loading dock at midnight in February with a dozen trucks waiting to be loaded.

9. Sales Tax Information

Under recent guidelines established by the North Carolina legislature, each out-of-state exhibitor will need to apply for and have a North Carolina sales tax number. There is no fee for this.

There is a distinct possibility that this will be the year when a revenue agent comes to the show and asks to see each exhibitor's North Carolina sales tax number.

Note: Each exhibitor must be registered with the North Carolina Department of Revenue in order to legally sell items and collect sales tax in this state. There is no fee. To register, go to www.dornc.com, click on Tax Forms, click on Sales & Use, click on NC-BR "register online" and follow the instructions. Since this is a heavily advertised show, state revenue agents may come to the Omni Grove Park Inn and request to see your North Carolina permit. If you do not have one, they can close you down and you may be fined.

Print a copy to bring to the show with you.

If you come without a sales tax number or a copy of your application, we will provide temporary forms for you to use the weekend of the Conference.

Sales tax in Buncombe County, North Carolina is 7%.

10. Exhibitor Discount Policy

With the return to the practice of including the Conference Events Fee in the Omni Grove Park Inn Weekend Room Package has come the need to clarify the intent of and the criteria for the exhibitor discount which Bruce Johnson has given in the past.

With more than 200 exhibitors, employees and artisans now playing some role in the three shows at the Arts & Crafts Conference, the need for clear guidelines is readily apparent.

Therefore, the intent of the exhibitor discount is as follows:

1. to recognize that business owners and their merchandise are a part of the attraction to this conference;
2. to recognize that the business owners cannot always attend the few conference events which do take place during show hours;
3. to recognize that business owners shoulder a financial risk by exhibiting at this conference.

To qualify for the exhibitor discount from Bruce Johnson, each individual (1.) must be the owner or co-owner of the business, OR (2.) must be working fulltime in the booth because the business owner is not attending the conference.

Provided the above criteria are met, only two exhibitor discounts per business (not per booth) can be offered. This is based on the assumption that if there are more than two individuals in the booth, then the additional individuals can leave the booth to attend the afternoon discussions and demonstrations.

The exhibitor discount is not intended to reward employees, consignors, family members, friends, etc. who are helping the business owner in the booth. Since they do not bear sole responsibility for the booth, these individuals are able to attend the few conference events, which take place during show hours.

Consigners, employees and artisans selling their work or answering questions in a booth provided at no charge by Bruce Johnson are not entitled an exhibitor discount.

Persons who only wish to work the show and who have no interest in attending any of the conference events need only to stay someplace other than the Omni Grove Park Inn to avoid any charge for a Conference Events Pass.

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We can solve any problem before the show, but very few at the show.