

# Exhibitor Agreement

## 2022 National Arts & Crafts Conference Shows

Omni Grove Park Inn  
Bruce Johnson, LLC.

Kate Nixon, Registration Manager  
(828) 628-1915

Asheville, North Carolina

Bruce Johnson, President & Director  
acconferenceinfo@charter.net  
Arts-CraftsConference.com

By your signature on the separate Exhibitor Worksheet, each exhibitor agrees to abide by the rules and regulations hereby set forth governing this event. Failure to do so may result in expulsion from the show and/or being denied a contract for the following year.

### **DAILY SCHEDULE**

#### **Tuesday, February 15**

2:00pm-4:00pm      Registration Desk opens for loading dock signup only.

#### **Wednesday, February 16**

8:00am-5:00pm      Registration Desk opens; loading dock signup continues.  
8:00am-9:00pm      Pipe and drape setup; no exhibitor unloading without Johnson's written permission.

#### **Thursday, February 17**

8:00am-7:00pm      First setup session for all exhibitors.

#### **Friday, February 18**

8:00am-1:00pm      Final setup session for all exhibitors.  
1:00pm-6:00pm      All shows open.

#### **Saturday, February 19**

11:00am              Exhibitors allowed in for booth touchups.  
Noon-6:00pm        All shows open.

#### **Sunday, February 20**

10:00am              Exhibitors allowed in for booth touchups.  
11:00am-4:00pm    All shows open.  
4:00pm – Midnight    Teardown.

**Exhibitors who begin packing up their merchandise before 4:00pm will not be offered a contract for next year.**

## **LICENSES and SALES TAX COLLECTION**

Before arriving, every exhibitor shall obtain any and all permits, licenses, and authorizations which may be required by any and all governmental authorities with respect to the shows.

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](http://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 of your registration to bring to the show with you.

North Carolina sales tax is currently 7%. **However, if the item is being shipped or delivered by you or someone else to an out-of-state destination, then the NCDOR does not expect you to collect sales tax.** Regardless, the NCDOR does require that you have registered with them and understand your obligation as someone doing business in NC to collect sales tax owed to NC.

Any and all taxes, fees, and assessments, including, but not limited to license fees, fees for permits, profits, sales, or use taxes, personal property taxes, or any other taxes which may be levied or assessed on the assets, business or capital of exhibitor or on exhibitor's income therefrom, by any duly constituted government authority, shall be borne and paid for by the exhibitor.

## **ADVANCE LODGING RESERVATIONS**

### **OMNI GROVE PARK INN ARTS AND CRAFTS WEEKEND PACKAGE**

Everyone staying at the GPI, including exhibitors and their staff, will be charged \$165 per person for a conference pass as part of their Arts & Crafts Weekend Package. 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 will receive 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. For more information, please see the “Exhibitor Discount Policy” further in this document.

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

**Call (800) 438-5800** if you want to stay at the GPI. The hotel sells out each year.

**Conference Seminar Pass** - 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 Bruce Johnson’s office. The cost is just \$75 (for exhibitors only) 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.

**Checkout** – GPI checkout for those leaving Sunday 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 and additional nights, the room charge is \$152 per night (plus tax), regardless of how many people are sleeping in the room. The same rate applies to nights prior to the weekend package.

**Confirmation** - If you have a reservation at the GPI, call **(828) 252-2711** 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 in advance rather than at the front desk.

## **TRAVEL, ARRIVAL and PARKING**

**For parking your truck, car, van, or trailer when you first arrive at the Grove Park Inn, please use the following addresses in your G.P.S.**

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

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

**Important:** Even if when you arrive there are no traffic cones or barricades preventing you from parking near the bottom of the Vanderbilt Wing loading dock ramp, still 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 back in.

**YOUR VEHICLE WILL BE TOWED TO AN UNKNOWN LOT. YOU WILL HAVE RETRIEVAL FEES TO PAY.**

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

**Parking Gates:** 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.

**Trucks and Trailers:** Must park down at the Country Club or risk getting hung up on the new parking gates and barricades. To reach the Country Club parking lot you will **NOT** use the front entrance to the GPI. Use the GPS address above. You can then 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 phone when it is time for you to drive up.

**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.

**Parking:** Outdoor parking remains free. Omni Grove Park Inn 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. You may pay upon leaving with cash, credit card, or room key.

**DO NOT LEAVE YOUR VEHICLE WITHOUT A DASH SIGN & YOUR CELL PHONE NUMBER IN CLEAR SIGHT.**

This might save you over a hundred dollars in towing fees.

**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. **We are still 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.

## **CHECK-IN**

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

**Conference Registration and Badges** - Name badges are required for entry to the set-up exhibition area and will be checked by security. You can only get your name badges your requested at the A&C Registration Desk in the Sammons Wing.

**Hours:** The Conference Registration Desk will be open 2:00-4:00pm on Tuesday (for loading dock sign in only); 8:00am-6:00pm on Wednesday; 8:00am-8:00pm Thursday; and 8:00am-1:00pm Friday.

**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.**

**Loading Dock Sign-Up** - The sign-up sheet for the loading docks will be at the Arts & Crafts Registration Desk in the Sammons Wing starting at 2:00pm on Tuesday. **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.**

**Vans & Trailers** - 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 for dock access. 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 telephone. Or call (828) 252-2711.

## **UNLOADING OPTIONS**

**Upper Loading Dock** (east side of GPI, up long ramp)

Adjacent to 8<sup>th</sup> floor Antiques Show and the 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.

**Any exhibitor who pulls his truck onto the loading ramp without our permission and who leaves it there unattended will be moved to the end of the list and will risk losing their booth for next year.**

**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 sliding 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 Craftsirms 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.

**Loading Docks and Porters:** All large trucks must unload and load at the Vanderbilt Wing Upper or Lower Loading Docks, where porters will be assigned to you. 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.

**The loading dock area** will be off limits to everyone except the exhibitor being unloaded and the porters. No Exhibitor will be allowed on the loading dock during set-up except when his/her merchandise is being unloaded from the truck at the loading dock. No items may be sold to the public in the areas adjacent to the show area during set-up sessions.

**Carts:** If you self-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 to work for tips.

**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 any furniture being placed into it.

## **PORTER PAYMENTS**

If you use either loading dock, then you agree 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 slows down the unloading process for everyone behind you and 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.

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.

If you need one porter to help you unload through the entrances other than the loading docks, 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.**

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. 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 the conference staff 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, one of the 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 the lead porter 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.

## **BOXES & SHIPPING**

**Due to changes made to the Grove Park Inn last year and a last-minute changeup in shipping services, we've made some changes to our shipping policy.**

We secured the furniture delivery services of **Red Shoes Services**, a large-item blanket wrap firm with a reputable reputation owned and operated by **Joseph Potter** in Asheville for the 2020 conference. Joseph and his crew were at the GPI all three days, working out of a booth in the Antiques Show. Joseph comes highly recommended by several furniture galleries in the area who have used his services. He and his firm will be returning to the 2022 conference at the Grove Park Inn to provide the same services he did the previous year. We are continuing to stay in touch with the local UPS stores to determine their level of participation for the 2022 conference. We will keep you updated later in the year to let you know of any additional shipping changes.

### Options for self-shipping

Here are some of your options for the smaller items which you sell:

1. Your client can take the piece with him/her. If wanted, you can give them the UPS store information sheet we will have with addresses and store hours. The stores are open Monday thru Saturday, but closed Sunday.
2. On Sunday, the Staples Store at 65 Merrimon Avenue, one mile from the Grove Park Inn, will accept pre-packed items for shipping by UPS. They do not do the actual packing, but will create labels for pickup by UPS the following morning. They are open until 6:00pm on Sundays. Their number is (828) 232-2886.

The following options would eliminate the need to charge NC sales tax:

3. You can offer to take the piece to the UPS store for your client on Monday morning. There is a UPS Store less than one mile from the GPI. The UPS store staff would call your client to arrange for insurance, address, and payment.
4. You can offer to take the piece to your home and ship it for your client.
5. If your client is having something delivered to their home by another of our exhibitors, that exhibitor might be able to deliver your piece as well.

### Shipping Items From Your Home To the GPI BEFORE the Show:

The hotel will accept boxes which you ship ahead and will deliver them to your booth, but at a charge according to the chart below. A GPI staff member will contact you either in advance of the show or at the show for your payment.

Here are the charges for each box you are shipping to the GPI for delivery to your booth:

0-30 lbs. \$15.                      31-70 lbs. \$50.                      71-200 lbs. \$75.                      Pallet \$150.

### Shipping Items From the GPI To Your Home AFTER the Show:

If you are accustomed to leaving your packed and labeled boxes in your booth on Sunday night and walking away, that practice no longer works. The GPI does not partner with either UPS or Fed-X. For the GPI staff to handle your boxes, you must make arrangements with the shipping coordinator listed below when you arrive or before you leave home; do not wait until Sunday night.

Also, you must call your shipper and schedule a pickup for Monday. When scheduling a pickup, convey the following to your shipper: Shipping and Receiving / Omni Grove Park Inn / 290 Macon Ave. / Asheville, NC 28804. Hours are between 9:00am – 7:00pm on Monday.

Neither of these things will happen automatically anymore! You must make the arrangements or risk having your boxes left in the Service Hallway and incurring a storage fee of \$25 per day.

Here are the charges for moving and storing each of your boxes on Sunday night:

0-30 lbs. \$15.                      31-70 lbs. \$50.                      71-200 lbs. \$75.                      Pallet \$150.

**Your Omni Grove Park Inn Shipping Contact:** Joseph Breiter, Group Shipping Coordinator. His email is [joseph.breiter@omnihotels.com](mailto:joseph.breiter@omnihotels.com).

His phone numbers are: 828-252-2711 ext. 3845 and his cell phone is 828-279-3107. If you have a need for his services on Sunday night, contact him now to fill out the forms they will need to process your request.

**Shipping Address** – Every box or crate shipping to the Omni Grove Park Inn must include the following for the GPI staff to be able to deliver it to your booth:

**Attention:** Guest Name and Name of Conference

**Exhibitor Information:** Name of Company and Booth Number

**Property Address:** The Omni Grove Park Inn

290 Macon Avenue

Asheville, NC 28804-3799

**Number of Boxes:** Box# \_\_\_ of \_\_\_

**Phone Number:** Guest phone number

Conference materials should arrive at the Grove Park Inn NO EARLIER THAN 4 DAYS PRIOR TO YOUR CONFERENCE AND NO LATER THAN 1 DAY PRIOR TO THE DESIGNATED USE DATE.

A storage fee of \$25.00 per box per day will apply for any boxes received prior to 4 days before the first function. This storage fee will also apply to each empty packing container stored during the function.

Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to Shipping.

All shipments must be prepaid.

**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 Monday of conference week**. If properly addressed, packages will be accepted and placed in your booth. **The GPI will automatically reject any COD shipments.**

**NOTE:** The GPI can no longer accept boxes for them to ship out the following day. All outgoing shipments must be made on Sunday or you must take the items to another shipper in Asheville on Monday.

## **BOOTH HELPERS**

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.

Make sure your helpers are approved in advance. Additionally they will need to have their badges, so once they are approved, please send their name information to Kate Nixon, the registration manager at [aconferenceinfo@charter.net](mailto:aconferenceinfo@charter.net).

**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 Bruce Johnson has pre-approved him to help set up your booth (you would have to be a solo exhibitor for this to happen).

**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.

**If you have requested** on your worksheet helpers whom you now suspect will not be approved, I suggest that you call Bruce Johnson's office (828-628-1915).

## **BOOTH SETUP**

**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. It resumes from 8:00am-1:00pm on Friday.**

**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.**

**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.

**No antiques** can be displayed in the Contemporary Craftsfirms Show and no new works can be displayed in the Antiques Show, even if not for sale.

**Booth Walls** - Only the antiques booths in the Grand Ballroom will have pipe-and-drape 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 or taped to the walls, doors, ceiling, or woodwork in any GPI room, so design a freestanding display for wall mounted and hanging items.** All installations and equipment used by exhibitors in performing the activities shall be maintained and installed in strict conformity with the requirements of the Board of Fire Underwriters, as well as local, state, and federal laws, rules, and regulations, including hotel regulations and those set forth by Bruce Johnson.

**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** - 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 at any time, including setup. If it does and it gets damaged or broken during setup or the show, you will be responsible for it. 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.

**Porters** - This does not apply to any of the porters. 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. Please keep an eye on the porters, even when they are not working for you. 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.

**Tables and Chairs** - The GPI will furnish both 6' and 8' tables, which are covered and skirted to the floor. We never know from year-to-year what color they have on hand. If you require a certain color, bring it with you. You indicated on your original contract your table request. Chairs will be available in 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.

**Pegboards** - Bring your own pegboard hooks (the heavy-duty style). Keep in mind: if you have pegboards in your booth, you have 15" 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.

**Pegboard Backs** - 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.

**Booth Signs** – Each year, Bruce Johnson will provide the business sign for your booth using the information on your Worksheet. 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.

**Service Hallways:** Empty boxes, extra merchandise, packing blankets, etc. stored in the Service Hallways must remain inside alcoves and marked boundaries determined by the Fire Marshall. They cannot block fire exit doors and aisles. If mandated by the Fire Marshall, the GPI staff will move your items, even if you are not present.

**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!

**Subletting** - It is expressly agreed that no exhibitor can assign his/her rights, duties or space nor delegate his/her duties under this agreement without the prior written consent of Bruce Johnson. Any assignment of rights, subleasing of exhibition space, or delegation of duties by the exhibitor without the prior written consent of Johnson is prohibited, and may result in the immediate termination of this and subsequent contracts between Johnson and the exhibitor.

**Boundaries** - The exhibitor agrees to arrange his/her merchandise in the assigned space in such a way that other exhibitors will not be blocked from view or customers from their entrance. Exhibitor also agrees to keep his/her merchandise within the defined measurements of the booth. No extensions into the aisle, exits or adjoining booths will be permitted without the approval of Johnson.

**Damage** - The exhibitor agrees to keep the assigned booth in good order and shall return the space at the end of the show in the same condition as it was provided. The exhibitor agrees to accept liability for any damage to the facility, including walls, tables, woodwork, floors, carpets and drapes, caused by the installation, use or dismantling of his/her exhibit.

**Food** - No food will be permitted in the booth during show hours. No smoking will be permitted in the exhibition hall or hallways at any time. The exhibitor or his/her assigned representative must be in the booth and available to customers during all show hours.

**Restocking**, only if requested in advance, can only be done from 6:00-6:30pm on Friday or Saturday. We will use the lower loading dock only. Please alert Bruce Johnson's staff IN ADVANCE 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 prior 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.

## **MERCHANDISE**

**ANTIQUES SHOW** - The exhibitor shall use and occupy his/her designated space only for the purpose of displaying and offering for sale antiques from the Arts & Crafts era (1895-1940) and designed in the Arts & Crafts style, as determined solely by Bruce Johnson. **No new works, with the exception of books, may be offered for sale in the Antiques Show 's assigned space. No new works may be used for display purposes without the express written permission of Johnson. Exceptions must be specifically approved in writing by Johnson.** The exhibitor also agrees to set up and maintain a display indicative of the highest professional standards, as determined by Johnson, and in no way similar to flea market or equivalent presentations.

**CONTEMPORARY CRAFTSFIRMS and BOOKS SHOW** -The exhibitor shall use and occupy his/her designated space only for the purpose of displaying and offering for sale new works in the Arts & Crafts style, as determined solely by Johnson. **No antiques, with the exception of books, may be offered for sale in the Contemporary Craftsfirms and/or the Books Show Exhibitor's assigned space. No antiques may be used for display purposes without the express written permission of Johnson.** The exhibitor also agrees to set up and maintain a display indicative of the highest professional standards, as determined by Johnson, and in no way similar to flea market or equivalent presentations.

**Pricing** - All exhibitor items in the assigned space must be clearly marked with the exhibitor's asking price. Exhibitors are not required to price items during set-up, but must have prices clearly marked on each piece when the show opens to the public. Any item which is for display only must be clearly marked "For Display Only" or "Not For Sale."

**Guarantees** - All items in the booth must be truthfully represented both orally and, if requested by a buyer, in writing. **Johnson has the right to order withdrawn from the assigned space any item which in his opinion is not directly attributable to the Arts & Crafts movement, any item which is not being truthfully represented, or any item which he feels is in any way detrimental to the show.**

**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 antique art, provided the price tag indicates that the frame is new.

**New upholstery** and seating material are acceptable on antiques, but must be truthfully represented to the customer.

## **SECURITY**

**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.

**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, even during setup. 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.

During the week of the Conference, Johnson will provide professional security guards around the exhibition area from 7:00pm Thursday until 8:00am Friday; from 6:00pm Friday until 12:00pm (noon) Saturday; and from 6:00pm Saturday until 11:00am Sunday, as well as during show hours, as he deems necessary.

**No entry into the exhibition area will be permitted by the security guards once either set-up session concludes, unless accompanied by Johnson or his assigned representative.**

At no time will Bruce Johnson or the Omni Grove Park Inn assume responsibility for any injury and any personal property damage or loss to any exhibitor, his/her associates and employees and their property, including merchandise in the exhibit space or on the property of the Hotel while attending the conference. The exhibitor expressly releases Johnson and his staff and the Omni Grove Park Inn and their staff, as well as the owners, the management and the employees of the Hotel from any liability for any loss, damage or injury to persons or personal property occurring at the conference.

**Receipts** - Since security is a primary concern for everyone associated with the show, including the GPI security staff and their own antiques, all 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.

**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 the conference staff.

## **LOAD OUT**

**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.

**Any exhibitor who pulls his vehicle onto the loading ramp or hotel entrance without our permission and who leaves it there unattended will be moved to the end of the list and will risk losing their booth for next year.**

Note: No customers 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 4:00pm.

## **EXHIBITOR DISCOUNT POLICY**

With more than 200 exhibitors and their employees now playing some role in the three shows at the Arts & Crafts Conference, the need for clear guidelines is readily apparent. The intent of the exhibitor discount given by Bruce Johnson is to recognize that business owners and their merchandise are a part of the attraction to this conference, and that the business owners cannot always attend the few conference events which do take place during show hours.

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. Only two exhibitor discounts per business (not per booth) can be offered.

Other 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.

The Exhibitor Discount Policy does not apply to non-profit organizations who get their booth for no charge or any exhibitor whose booth space leases for less than \$250.00.

## **CHANGES and ADDITIONS**

Bruce Johnson has and shall from time to time set forth additional rules and regulations governing the activities. Exhibitor agrees to abide by all such rules and regulations as set forth in full herein and in subsequent published materials.

## **INDEMNIFICATION and LEGAL NOTICES**

Exhibitor and anyone associated with his/her display shall indemnify Johnson and the Omni Grove Park Inn (Hotel) and their officers, agents, and employees against all loss, damage, expense, and liability resulting from theft or damage of merchandise, or injury to or the death of any individual, arising out of or in any way connected with Exhibitor's access to or use of the Hotel, however caused. This indemnification shall also include, but not be limited to, all employees and volunteers of the Hotel and/or Johnson.

The license given herein to display merchandise in the show is not exclusive, and Johnson reserves the right at any time to grant other or similar licenses for other exhibitors to use or occupy the show area.

The risk of loss or damage to any materials, equipment, merchandise, or any other personal property of the Exhibitor or his/her consigners used on Hotel's property in the performance of its obligations under this Contract shall remain solely with Exhibitor.

This Contract shall be governed by the laws of the state of North Carolina, and all disputes concerning this Contract shall be brought in Asheville, North Carolina. If any provision of this Contract is held by any court to be invalid, void, or unenforceable, the remaining provision shall nevertheless continue in full force and effect.

If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

In the event that the Exhibitor has violated any of the terms of this agreement, Johnson shall have the right to revoke this license and the Exhibitor shall remove himself/herself and his/her merchandise from the show area on demand.

## **CANCELLATION POLICY**

If for any reason beyond Bruce Johnson's control, the show cannot be held where and when planned, this contract will be cancelled without liability to any parties involved.

In the event that the Exhibitor fails to comply in any respect with the terms of this Contract, all deposits and payments for exhibition space shall be deemed earned and non-refundable by Johnson. Johnson shall then have the right to occupy the space in any manner which he deems is in the best interest of the show.

The term of this shall commence as of the date of execution thereof and shall continue in full force and effect until the close of the show. Either party shall have the right to cancel this Contract at any time, upon giving thirty (30) days written notice.

The exhibitor also agrees that if he/she requests that this contract be cancelled after the 1<sup>st</sup> day of October prior to the show, the exhibitor's deposit shall be forfeited.

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