

Acceptance to Show

You will be sent an email stating your acceptance after July 30th. Booths are assigned 1 month prior to the show.

No acceptance cards are mailed.

Your cancelled check is your receipt. If your check is cashed you have been accepted.

Show Setup/ Teardown

- NO Friday setup, unless stated
- Setup starts at 6:30 am, Saturday
- All vendors must be done setting up by 8:00 am. No-shows– Booths will be reassigned at 8:00 am. Failure to comply and you will be excluded from future shows.
- Loading/Unloading
- Unloading directions will be sent via email 1 week before the show
- Loading/unloading assistance may or may not be available
- Compliance with local safety codes. All displays, belonging and inventory must be kept within assigned booth.
- Vendors closing booths before 4:00 pm will be excluded from future shows

Contact Information:

Email: coordinators@abqcraftshows.com

Website: www.abqcraftshows.com

Phone emergency; 505-823-9486

Coordinators: Celina, Lucy, Sandra

Advertisement for Show

- Billboard, newspaper, flyers, FACEBOOK
- Flyers emailed to all vendors to advertise show
- Flyers available on www.abqcraftshows.com
- FACEBOOK users LIKE us on FACEBOOK

Other Information

- Smoking is PROHITIED anywhere
- Credit Card machines can be used if electricity is purchased
- NO Wifi available, NO ATM, NO floor plan

Cancellation

- No refunds 30 days before show.
- NO refunds for inclement weather.
- Refunds before 30 days will be sent 30 days after show
- Cancellations will be excluded from future shows mailing list.

Fire Safety

Fire Department Inspection

Craft Show coordinators reserves the right to remove any vendor if any safety rules are not followed.

All vendors MUST comply with the Fire Inspector instructions, failure to cooperate may result in removal from show.

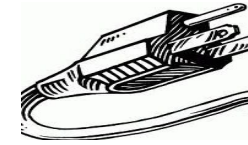
Exhibit booths shall be constructed of noncombustible or limited combustible materials, or treated with a flame retardant.

Table Clothes- Nylon, plastic and other plastic material which cannot be made flame retardant is prohibited.

NO CANDLES, NO OPEN FLAMES

Storage of combustible materials behind booths, compressed flammable gases, or combustible liquids are prohibited,

Electricity-Extension Cords: ONLY three-prong grounded extension cords allowed.



3-prong extension



Power strip

Single Use of Cord: extension cord into wall, cord into your device ie lamp

CANNOT be extension cord into wall, then extension cord into another cord then into your device ie lamp

Multiple use: Power strip into wall then your electrical devices into power strip ie lamp, calculator,

CANNOT be extension cord into wall, then power strip, then your electrical devices ie lamp, calculator.

CANNOT be extension cord into wall then power strip then extension cord then your electrical device ie lamp

Incorrect



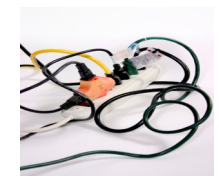
Correct



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Incorrect



Vendor Information

From

ABQ CRAFT SHOWS



Abq. Craft Show helps various organizations to produce craft show fundraisers. We connect non-profit organization with talented artist and crafters. Our mission is to help organization raise funds while helping artist to exhibit and sell their artwork and crafts.

Most vendor questions are addressed in this pamphlet. Otherwise you can reach us by sending us an email.

Who can participate?

The focus is on hand-made items.

- All items for must be the exhibitor's own work/or family member.
- NOT ACCEPTED-Factory made items, items representing only minor rework, or foreign goods
- LIMITED Distributors allowed in some shows
- No information booths
- Crafts categories are limited
- Food items must be approved by coordinator and a food permit by the City of Albq (or city of residence)is required. NO EXCEPTIONS.
- All shows are juried and require a new application every year.

Applications

- **JOIN MAILING LIST– BEST WAY TO RECEIVE APPLICATIONS**
WWW.ABQCRAFTSHOWS.COM
- **Holiday applications are EMAILED in May/June.** If you participated in a previous show.
- Spring applications are EMAILED in December.
- **If you did not participate in a prior show. Applications are available on the website: www.abqcraftshows.com**
- Vendors are invited to participate in future shows
- Denied application– fee are returned

DO NOT MAIL THE APPLICATION TO THE PLACE OF THE CRAFT SHOW

Registration

- **Holiday**– registration fee \$75.00 per booth. Electricity \$20, Late Fee: \$10.00
- Electricity Request– ARE LIMITED
- Applications must be postmarked according to application information. After the due date applications are placed on a waiting list.
- ONLY COMPLETE application are juried. Complete application means an application with the fee and photos were submitted.
- Incomplete applications will be placed on waiting for corrections to be made.
- All applications REQUIRE PHOTOS. ONE (1) photo will remain with the application. Additional photos will only be returned if a self addressed stamped envelope is provided.

Booths

- Sizes– 10 ft x 6 ft,
- NO tables provided, chairs, display materials
- Booths are pre-assigned and not negotiable
- Booths can be reassigned the day of the show
- Booths can be shared and can be denied based on either vendors craft
- Oversized booth must be prearranged 1 year in advance. DO NOT request unless arranged.

Silent Auction

All vendors MUST donate 1 item per booth, value \$15.00+ which represents what is being sold

Items must be ready at 7:30 am/8:00 am for pick up. Items are tagged with vendor name/booth
