

CroatiaFest

Saturday, October 22, 2011, Seattle Exhibition Hall

Sunday, October 23, 2011, Seattle Exhibition Hall

*All CroatiaFest vendor and exhibitor participants
are required to follow the guidelines listed below.*

Participant Guidelines

1) Festival/Booth/Exhibit Hours:

- **SATURDAY: 6:00 pm-10:00 pm**
- **SUNDAY: 12:00noon – 8:00pm**

Security in Center House:

Seattle Center and CroatiaFest are not liable for lost, damaged or stolen goods. The building will be locked immediately following the Saturday kick-off event. Remove items of great value, (jewelry, etc...) and bring a cover (tablecloth, sheet) to protect your display and sales items during non-festival hours. The doors open to the public at 12pm - noon Sunday.

2) Load-in; Set-up & Load-out:

- **Load-in hours:** (load-in items, and remove vehicle from campus, 30 min. maximum, park & return to Exhibition Hall to set up)
Saturday: 12:00 pm-4:00 pm
- **Set-up:**
Saturday: 12:00 pm – 5:00 pm
Sunday: 9:00 am – 11:30 am (Sunday for last minute items only)
- **Event hours:**
Saturday: 6:00-10:00 pm
Sunday: 12:00 noon-8:00 pm
- **Load-out: Sunday: 8:00 pm – 10:00 pm***
***All belongings must be cleared from Exhibition Hall by 10:00pm.**

3) Booths must fit the theme of celebrating Croatia.

- Booths are required to display in a manner that educates and informs.
Display/Decoration examples: educational materials; maps; brochures; fabrics; costumes; pictures... (confining your items to your area, see item 4 below)

4) Exhibits are required to fit within booth space.

Booth items may not extend beyond booth space and into the general hallway walk area, per city fire codes.

5) Exhibitors (historical displays) area will include:

- 2 art panels (4' x 7') (total of 4 sides)
- 2 chairs
- Organization sign

6) Booth/Vendor booth will include:

- Pipe and drape (red), 3' back and sides (Booth space is 10' x 10')
- 2- 8' table
- 2 chairs
- Organization sign
- Red tablecloth

8) What YOU need to supply, as well as your exhibit or sales items:

- * Any materials necessary for displaying items in an appealing manner.(i.e. picture hanging materials; pins; magazine rack for brochures; easel for photography; lighting; TV/VCR; shelving for assortment of items...)
- * Suggested to use shelving and display racks, rather than loading all your sales items on the table provided. Remember – be CREATIVE and make your display attractive!

9) 15% fee on total booth revenues will be accessed at the conclusion of the festival.

- * **Don't forget to charge Seattle sales tax!**
- * 15% on any and ALL items sold, i.e.: artwork; photos; t-shirts; packaged items; compact disks...
- * **Booths must be staffed at all times.**
- * **Propane, (or any flame), is not allowed in the Exhibition Hall.**

10) ELECTRICITY IS LIMITED. Please make arrangements if electricity is needed.
(i.e. lighting; credit card machine, TV/VCR)

No booth/vendor spaces have electricity unless special arrangements have been made two weeks prior to CroatiaFest.

Notify organizer of your needs.

Historical exhibits do not have electricity.

11) Keep your booth tidy by eating only at dining tables, not in your booth or exhibit area.

12) Load in-out passes will be provided by CroatiaFest event co-coordinator Kristen LeMieux. lemieuxkf@gmail.com 206.786.7155

Thank you for joining us! Be creative and have fun!