

Dear Arts & Crafts Participant:

Welcome to the 2017 River Valley Arts & Crafts Show! Once again, the rules for the show are based on common courtesy. The building will be very full, so please be considerate of your neighbors.

The show will be held at the Arena and the 4-H Buildings, located at Kingshighway and Maria Louise Lane in Cape Girardeau, MO.

**Parking after set-up should be as far away as possible to allow the visitors closer access.**

It must be stressed that nobody is to hang anything from the walls. You must have a backing board to hang anything needing such an arrangement.

**Set-up time for this show will begin Friday, November 17, from 3:00 p.m. AND NOT BEFORE 3:00 to 8:00 p.m. Saturday set-up time will begin at 7:00 a.m. and you must be ready to exhibit by 8:30 a.m. The door will be open to you on Sunday at 9:00 a.m. All booths must be show ready by 8:30 a.m. on Saturday. Any space not ready by 8:30 a.m. will be reassigned and no refunds will be given. All persons signed up and paid for the show should make every effort to be there. OR If you will not be able to attend even if you only find out at the last minute-please contact me at once so that I can remove the empty tables 573-270-4888.**

<b>HOURS FOR THE SHOW</b>	<b>Saturday. November 18th</b>	<b>9:00 a.m. to 5:00 p.m.</b>
	<b>Sunday. November 19<sup>th</sup></b>	<b>10:00 a.m. to 4:00 p.m.</b>

Enclosed you will find a layout of the booths. Your assigned space is highlighted. Electricity is available, but you will need to bring extension cords and duct tape. **As you know, space is quite tight so PLEASE BE KIND WITH AND CONSIDERATE TO YOUR NEIGHBORS!!!!**

**Sales tax is your responsibility. Appropriate sales tax rate sheets and forms will be provided to you. by Missouri Department of Revenue, Not River Valley Craft Club.**

With everyone's cooperation and consideration we will do our best to see that everything runs as smoothly as possible. For out of town exhibitors setting up at the Arena Building needing accommodation, the closet is the Townhouse Inn at Kingshighway (Hwy. 61) and Broadway. Their phone number is (573) 335-2700. Make certain you tell them that you are with the craft fair.

Bring a tablecloth wide enough to cover your tabletop to the floor on the front side. Also, please bring fabric to cover your tables during the evening. **If you do not need table(s) let us know. There is an extra fee of \$5/per table to remove or add tables already placed.**

**PLEASE NOTE, IT HAS BEEN DECIDED TO WAIT UNTIL NEXT YEAR TO POSSIBLY START OPENING UP ON FRIDAY EVENING. ALSO IF YOU GO TO OUR WEBSITE [WWW.RIVERVALLEYCRAFTCLUB.COM](http://WWW.RIVERVALLEYCRAFTCLUB.COM) THERE IS A PRINTABLE FLYER FOR THE SHOW TO PASS OUT OR HANG IN PLACES. SEE YOU IN A FEW WEEKS...**

GOOD LUCK and GOOD SELLING!

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