

MOLLIE McGEE'S MARKET, INC. / SET-UP INFORMATION

April 26 & 27, 2008

October 18 & 19, 2008

November 22 & 23, 2008

- **SHOW SET-UP:** Check-in table located just inside the west dock doors.

Friday: 2:00 pm–8:00 pm. Please plan your time. Doors will close at 8:00 pm.

Saturday morning: 6:30 am–8:00 am. Please arrive in plenty of time to check in and set up. **We reserve the right to sell your space if you are not checked in by 8:00 am! Everyone must check in prior to setting up.**

- **UNLOADING:** No unloading directly behind the dock doors – this will allow roomy access for everyone. Please unload as quickly as possible and move your car to outlying parking. Please be courteous to your fellow crafters.

- **PARKING:** No Parking at any time in handicap parking areas without a permit; Trailers: Park by West fence in Vendor parking lot: do not park in the middle of the lot blocking traffic or driveways: no parking next to the north fence in the vendor lot; no parking where curbs are red or signs say no parking; no parking behind dock doors. **Do not park or use the road access on the East side of the building.** The Fire Marshall and police often check the lot.

- **SATURDAY:** Be in your booth ready to sell no later than 8:45 am. Show hours: 9 am–5 pm (Set up begins at 6:30 am). Concession is open all day.

- **SUNDAY:** Be in your booth ready to sell no later than 9:45 am. Show hours: 10:00 am–4:00 pm (access to the building to restock is at 9:00 am). Concession is open all day.

- **TAKE-DOWN:** Sunday at 4 pm. **No early take-down - it is not fair to other vendors or shoppers.**

- **DOOR PRIZES:** We have drawings for Mollie McGee gift certificates. If you receive one for a purchase at your booth, please honor it. Simply turn in the certificate to us for reimbursement. Thank you.

- **Space size:** Walls: 10' deep x 12' wide; Aisles & Corners: 8' deep x 10' wide; Row E: 10' deep x 10' wide. Note: Some corner spaces have posts a few inches inside the space due to building configuration.

- **Security:** Provided overnight Friday and Saturday and have a presence during the show. Recommend you cover display at night, turn off any lights, and remove highly valuable items. Mollie McGee's Market, Inc. assumes no responsibility for losses.

- **Electricity:** Available for \$20 per space arranged in advance. Limited wattage. A grounded extension cord(s) will come in handy – 10' or so should do it. If you have multiple cords, do not plug all cords into one a single outlet on the power bars. This can cause an overload and blow the circuits.

- **Booth Drapes and Decoration are to be of flame retardant material.**

- **Helium Balloons & Open Flames:** Not allowed (absolutely no lit candles).

- **Tables, Chairs, Dollies:** Not available - Please bring your own. **Change:** Don't forget to bring plenty - we do not provide. **Food Sales:** We must authorize in advance - you must have a current health dept. license on file with us.

- **Tax:** You must have a tax license. You are responsible for collecting tax and submitting to the State of Colorado. Facility is outside the city limits. Contact the Colorado Dept. of Revenue for information (1-800-886-7675 or on the internet <http://www.revenue.state.co.us>). Tax charts available at the shows.

- **Hotels and Campgrounds:** Courtyard by Marriott 303-682-1166; Residence Inn Marriott 303-702-9933; Radisson Hotel 303-776-2000; Hawthorne Suites 303-774-7100; Hampton Inn 1-800-426-7866; Super 8 303-772-0888; The Thompson House B&B 303-651-1121. Discounts may be available—always ask! **See internet for more listings/toll-free numbers — www.colorado.com.** Boulder County does not allow overnight camping on fairground parking lots. Campground is behind Humane Society Building, entrance on Nelson Rd, east of Fairgrounds entrance - 303-678-1525 for information.

- **Cancellations:** No refunds unless we can sell your space; \$25 cancellation fee (\$50 is less than two week notice given). No refunds if show is cancelled due to weather or if the County shuts down facility in an emergency. Note the show has never been cancelled in the past. **No subletting of spaces is allowed.** We maintain a waiting list to fill cancellations.

- **Animals & Children:** We love them all, but: No **animals** (except service dogs) in the building, and please do not leave them in a closed vehicle. **Children:** Please maintain control of your children.

See you at the show!
303-772-0649 – 24 hour voice mail
Check out our Website

Jan, Betty & June
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