

## Winter Craft Show at The Grand Meridian

**When: Sunday, February 5<sup>th</sup> from 10:00 - 2:00**

**Location: The Grand Meridian, 2621 N Oneida St, Appleton, WI 54911**

**Set-up: Sunday, February 5<sup>th</sup> from 7:30 - 9:30**

### **Invoices**

Please be sure to pay your invoice before 11:59PM on 01/22/2023 to avoid being removed from the approved vendor list. If any circumstances arise that you cannot attend the event or if you have any questions, please contact Kyle Jones as promptly as possible. If you cancel before 01/22/2023 you are eligible for a full refund. No refund shall be granted on or after 01/22/2023.

### **Parking**

To load/unload, park near the banquet hall front entrance doors. All vendors must move their car to the back rows of the side parking lot after unloading to ensure the best parking for our guests.

### **COVID-19 Update**

We are recommending all vendors and guests to wear a mask but will not be required. All policies regarding COVID-19 are subject to change to be in compliance with any state and local mandates.

### **Facebook**

Please be sure to share the event on Facebook and post about your business and products in the event discussion board. Thank you!

## **Set-Up/Tear Down**

**Set-up will run on 02/05 from 7:30AM to 9:30AM.** Please plan to be set-up 30 minutes before the event in order to ensure enough time for error. There is always something that does not go to plan. **The doors will not be open before 7:30 AM.** Kyle will take you to your booth that will be supplied with one chair, and table(s) (if you selected one on your application). If you have any questions during set-up, please go to the registration table located at the front door of the banquet room.

## **Marketing**

Several Facebook ads have been running since December. All vendors are encouraged to promote the event by sharing posts on Facebook and inviting their loyal customers.

## **Food**

There will be a bar setup in the banquet room if you would like to purchase any snacks or beverages.

**Please do not tear-down early. Thank you!**

**Thank you for participating in this event! I look forward to seeing you and I am very optimistic that this event will be very busy and successful for you.**

**If you have any questions please do not hesitate to reach out.**

Kyle Jones

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