

# Holiday Craft Show at Oshkosh Convention Center

**When: Sunday, December 12th from 10:00 - 2:00**

**Location: Oshkosh Convention Center, 2 N Main St, Oshkosh, WI 54901**

**Set-up: Sunday, December 12th from 7:30 - 9:30**

## **Invoices**

Please be sure to pay your invoice before 11:59PM on 11/28/2021 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 11/28/2021 you are eligible for a full refund. No refund shall be granted on or after 11/28/2021.

## **Parking**

To load/unload, park near the banquet hall side 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 it will not be required. Sanitizer stations will be distributed throughout the venue. If anyone has any questions regarding the measures that we are taking to prevent the spread of COVID-19, please contact us. All policies regarding COVID-19 are subject to change in order to stay 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 12/12 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 July. All vendors are encouraged to promote the event by sharing posts on Facebook and inviting their loyal customers.

## **Food**

There will be concessions and a bar setup in the Convention Center Ballroom if you would like to purchase any food 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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