



Sunshine Coast Arts Council

DECK THE HALLS ARTS & CRAFTS FAIR

Set Up and Tear Down Info

Welcome! Thank you for being part of Deck the Halls! We anticipate a truly festive event filled with beautiful and imaginative offerings; delicious food and melodious music. Enjoy!

Fair Hours: Saturday, November 16th & Sunday, November 17th 10am – 4pm

Set Up Hours: Friday, November 15th, 12noon – 5pm & Saturday, November 16th, 8-10am

Tear Down Hours: Sunday, November 17th 4-7pm

Required:

- 1 x 6' table OR assorted display items to fit in an approximately 18 square foot space. We do not supply tables. If you have any questions about how you will set up your display please arrange to come into the Arts Centre prior to November 16th.
- If you require electricity please bring your own extension cord.
- If you are one of the vendors who is setting up outside, please remember to bring water jugs that you can fill with water and hang from your tent so that it won't blow away. (You will be setting your tent on pavement, not earth.)
- If you require internet for your own credit appliance our internet password is: 2145588406

Parking: Be prepared to find alternate parking. Try to leave the parking spots directly in front and on either side of the Arts Centre for customers!

Welcome Packages: Upon arriving at the Arts Centre please check out gallery and studio spaces to see where your space is located. Welcome packages will be waiting for you at the front entrance. Please check out the contents. They include: name tag and receipt.

Please Note: The Sunshine Coast Arts Council is not responsible for risk or loss that the vendor may incur while conducting business at this event.