

HOLIDAY TABLES 2024
Exhibitor Dates & General Information
“Tables That Inspire”
holidaytablesDW@gmail.com

Exhibitor Reservation Form - Due Monday, July 31

See 2024 Exhibition Reservation Form (attachment) – Placement based 1st come - 1st served basis.

Space Preference Considerations:

Table Exhibition spaces are 8’x8’, 10’x8’ or 10’x12’ and will be located within the Great Hall at Mark Arts. Wall space is limited. Several exhibition spaces will have access to walls, and several will not. Some spaces back up to glass windows which CANNOT BE considered a wall; spaces backing up to the stone/wood lattice and painted wall on the south side of the Great Hall also CANNOT BE considered for hanging items. We have a limited number of partitions that will be erected between exhibition spaces in the middle of the floor.

Measure the exact amount of space your display will require. We suggest you be flexible when ideating your needs considering wall utilization, size of space and rugs. You might plan a table with a wall and one without a wall. We MUST have a 5’ aisle between each display (fire code), so please stay within the confines of the space you are allotted.

Exhibitor Table Name & Description/Inspiration (max 800 characters)

Due Sunday, October 1 - holidaytablesDW@gmail.com

Exhibitor Q&A, Wednesday, October 15, 5:30–6:30pm: Exhibitors will have an opportunity to ask questions and see the exhibit space and Great Hall prior to the event.

Exhibitor’s Party, Wednesday, November 6, 5:30–7:30pm: An opportunity for us to show our appreciation to you for participating in Holiday Tables 2024. Each table exhibitor is encouraged to bring their creative team and/or spouse/significant other. You will be given an opportunity to view all the tables and visit with your fellow creative teams. Light appetizers and wine will be served. Casual Attire. The Exhibitor’s Award will be presented at the party.

Exhibitor Move-in Options/Holiday Tables Events/Exhibitor Move-out Options:

- Monday, November 4, Exhibitor move-in* – 3:30 pm – 6:30 pm.
- Tuesday, November 5, Exhibitor move-in* – 9:00 am – 4:00 pm. Staff available to hang items.
- Wednesday, November 6, Exhibitor move-in* – 9:00 am – 12:00 pm. Staff available to hang items.
- Wednesday, November 6, **Exhibitor’s Party**, 5:30 pm – 7:30 pm.
- Thursday, November 7, Opening Day, 10:00 am – 4:00 pm.
- Thursday, November 7, **Girls Night Out** special event, 6:00 pm – 9:00 pm.
- Friday, November 8, Open to the public, 10:00 am – 4:00 pm.
- Saturday, November 9, Open to the public, 10:00 am – 4:00 pm.
- Saturday, November 9, **ARTrageous Party** special event, 6:00 pm – 9:00 pm.
- Sunday, November 10, Open to public, Noon – 4:00 pm.
- Sunday, November 10, **Candy Cane Lane** special event, 2:00 pm – 4:00 pm.

- Sunday, November 10, Exhibitor move-out* 4:30 pm – 6:30 pm.
- Monday, November 11, Exhibitor final move-out* 9:00 am – 3:00 pm.

**Note: Dock times are scheduled*

Ticket Information:

General Admission: Tickets are \$12/person (age 8 & up). Table Exhibitors will receive **two name tags per table** allowing you to freely enter the Tables' area during public hours. Please wear the badge when entering the building.

Girls' Night Out: \$75/General Admission, \$125 VIP Hostess – Festive, Sparkly Attire

ARTrageous Party: \$100/General Admission, \$175/Host - Cocktail Attire

Candy Cane Lane: \$50/adult, \$25/child or table for 10/\$500 - Party Attire

Security and Insurance: We do NOT provide insurance for your belongings. MARK Arts takes no responsibility for lost, stolen or broken items. We have security guards and volunteers who keep an eye on things, but please consider the risk of displaying your items and **DO NOT DISPLAY IRREPLACEABLE OBJECTS.**

Exhibitor Guidelines: See 2024 Exhibition Guidelines [attachment]

Table Recognition:

All tables will have an attractive uniform sign highlighting your Table Exhibit title and description as provided in your reservation. These framed signs will be provided by Designing Women.

Please note: business cards will be allowed on your table IF displayed in a tasteful manner.

Attendees will vote on their favorite Holiday Tables and prizes will be awarded.

Marketing:

Mark Arts will provide marketing materials and promote the event as outlined below:

- Flyer (limited paper copies, as well as an electronic PDF for printing) for Tables Exhibitors to share with friends, family, and customers
- Mailed invitation sent to 1,000 households
- In weekly email newsletter sent to 8,000 people
- On Facebook and Instagram with 19,000 combined followers
- In local media appearances

Questions? Contact

HOLIDAYTABLESDW@GMAIL.COM

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2024 Holiday Tables, Tables Exhibit Co-Chairs

Mark Arts Designing Women