

MARK ARTS EXHIBITION GUIDELINES

Holiday Tables 2024 Exhibitors

“The Great Tablescape”

holidaytablesDW@gmail.com

- **No real** food, candy, snacks, or beverages on tables; artificial only.
- **No food or beverages** allowed in the Great Hall by attendees during regular hours. Wine will be allowed in the Great Hall during the special events, Girls Night Out and ARTrageous.
- Exhibition spaces will be 8' x 8', 8' x 10' or 10' x 12' and will be in the Great Hall
- The entire exhibit should fit within your assigned space size.
- All table exhibitions must have a carpet or rug under the table.
- **No duct tape on floors** – only graft or painters tape allowed.
- Exhibitors are encouraged to use as much of their space as feasible (on floor and on wall, if applicable). No encroachment outside boundaries of table exhibit space will be allowed.
- Limited number of wall space and wall partitions available; some exhibitors will not have access to a wall or partition.
- If decor is to be hung on walls/partitions, Mark Arts staff will have final approval of what is hung. Mark Arts staff must do all the hanging. Partitions are approximately 10' high and 6' wide and have a **20# weight limit**. Nails only will be allowed except for 3M hanging items with Mark Arts staff approval. Any wall coverings need to be mounted onto something and hung with nails; no wall paper is permitted.
- **No tents or canopies** without prior approval of the Table Exhibit Committee (may obstruct view of surrounding tables). Overhead hangings should be self-supporting, self-suspended and must be approved by Mark Arts staff to assure patron safety.
- No hangings from ceiling.
- No hangings allowed on glass windows or south wall (wood lattice or painted wall).
- Some electrical outlets available; please check if electricity is available in your space. You may need an extension cord or may need to share electricity with a neighboring exhibitor.
- **No live plants in soil**; may use live cut flowers from a florist.
- Natural branches, leaves, etc. are allowed, but must be painted or coated.
- **No fire or lit candles**, battery operated only.
- Timers on battery-operated candles are strongly encouraged.
- Exhibitor **business cards will be allowed** on tables, **IF** tastefully displayed. Designing Women will provide tabletop placards with your organization and/or business name, title of display and description that is submitted by the exhibitor.
- Please set up and take down your table in a timely manner. You will be assigned a move in day & time so not to have a backlog at the loading dock. Your assigned move-in time refers to dock time only. You may continue to work on your table during any daytime that Mark Arts is open for set up.
- Load and unload materials at the loading dock on the southwest corner of the building.
- The Table Exhibit Committee has final say as to placement of tables and **ALL tables** are subject to approval prior to opening of event.
- Exhibitors will be asked to sign a Photo Release for photos used by Mark Arts marketing / social media. Attendees will be allowed to photograph tables for their personal reference.

- **Move-in/Unloading** – Please indicate preferences on the Exhibitor Reservation Form. You will be assigned a specific dock move-in date/time (schedule window below, 20-minute slots) which is your reserved time at the south dock for unloading, but you are free to take your time in setting up your

area once unloaded and/or return later to finish setting up your table display. Smaller items may also be brought in through the main doors at Mark Arts which will be open to exhibitors as follows:

- Monday, November 4 – 3:30-6:30 pm
- Tuesday, November 5 – 9:00 am-4:00 pm
- Wednesday, November 6 – 9:00 am-12:00 pm

To keep things running smoothly at the unloading dock, it is very important that exhibitors arrive on time, unload as quickly as possible and move vehicles from the unloading dock to make available for the next scheduled exhibitor. Limited carts will be available and must promptly be used to shuttle exhibit items to your space and returned for other exhibitors to use.

Move-Out/Loading – Please indicate preferences on the Exhibitor Reservation Form. If not moving out Sunday evening, you will be assigned a specific prescheduled dock move-out time for Monday. We encourage this option for exhibitors utilizing contracted moving services. **All items must be removed from Mark Arts by 3:00 pm on Monday, November 11th.**

Exhibitors may begin the teardown and packing of items to prepare for moving out of the Exhibition Hall beginning Sunday at 4:30 pm. Once your area is completely packed and ready for dock loading, please come to the Loading Dock Table and obtain a number and loading cart (as they become available) which will place you in the queue at the loading dock. Small items may be loaded into personal vehicles through the front doors at Mark Arts. However, no carts will be available for transporting items out the front door as they will be utilized at the loading docks.

Move-out Options:

- Sunday, November 10, 4:30 pm – 6:30 pm
- Monday, November 11, 9:00 am – 3:00 pm (*preschedule as Mark Arts is closed*)

Questions? Contact

HOLIDAYTABLES@gmail.com

Angela Mazzara, 316-516-6836; dajamaz1@gmail.com

Monica McClure, 316-737-5047; monicammclure@gmail.com

2024 Holiday Tables, Tables Exhibit Co-Chairs

Mark Arts Designing Women