

## Frequently Asked Questions

The MetroWest Festival of Trees and Holiday Sampler is a combined show. The Festival of Trees and an Artisan and Craft show (Holiday Sampler). We are excited about bringing both holiday traditions together. The Festival of Trees will benefit the Boys & Girls Club of MetroWest (Marlborough, Hudson and Framingham) and the Holiday Sampler will add an opportunity for attendees to purchase gifts and experience a family holiday celebration. Holiday music and Santa will round out the weekend.

### **New for 2018:**

- 1.) A new and exciting location to change the ambiance of the event into a quainter facility. The venue offers plenty of parking and has a history of hundreds of successful events.
- 2.) A lower rent structure for vendors AND, pick your own space.
- 3.) The ticket price to the public has been slashed in half, making it affordable to everyone.

**Non-Juried Show:** Metro West Festival of Trees and Holiday Sampler is a Non-Juried show. Space is given out on a first come first basis. We draw local buyers and we prefer crafters and artisans that offer a wide range of prices. We look for good quality handmade and crafted items.

**Directions/GPS Address:** Hudson Portuguese Club 13 Port Street, Hudson MA 01749

**Facility:** The facility has a restaurant, beer and wine license, an elevator, and loading dock.

**Lodging:** There is no host hotel for this event. There are several hotels close by, we suggest searching the internet for the best hotel information and pricing.

**Directions/GPS Address:** Hudson Portuguese Club 13 Port Street, Hudson MA 01749

**Attendance:** We can only anticipate attendance based on 20+ years of promoting shows. Obviously, the greater number of attendee benefits both the vendor and promoter. We will do all we can to work towards maximum attendance, We ask that each vendor do their part by talking up the event.

**Porters available:** We are planning on providing porters to assist you in moving in and moving out. Porters are volunteers and would appreciate tips.

**Set up times:** Thursday November 15<sup>th</sup> 3:00 PM to 8:00 PM and Friday November 16<sup>th</sup> 9:00 AM to 2:00 PM. Everything must be in the building by 2:00 PM and booths shall be ready for the public entrance at the opening scheduled for 3:00 PM. You will have 20 minutes to unload your vehicle. Unload your items into your booth only. Not in the parking area or your neighbor's booth. Do not set up your display while vehicle is located in loading dock or in the unloading zone. After unloading please promptly remove and park your vehicle in eth designated vendor parking area.

**Show Hours:** Friday November 16<sup>th</sup> 3:00 PM to 9:00 PM: Saturday November 17<sup>th</sup> 10:00 AM to 7:00 PM and Sunday November 18<sup>th</sup> 10:00 AM to 5:00 PM.

**Advertising:** We utilize newspaper, many types of social media, email blasts and crafters/artisans/vendors. We provide advertising materials to each crafters/artisans/vendor to place on their Facebook and other social media pages and to email to their customers.

**Same Product crafters/artisans/vendors:** We limit the number of crafters/artisans/vendors in each category/medium. It is important for the both of us to understand the type of medium/product that each crafters/artisans/vendor has to ensure the limited amount of each category.

**Display Types:** The Metro West Festival of Trees and Holiday Sampler is a professional show and we encourage each space/booth to be professional looking. No large banners advertising discounted rates, other non-professional items allowed.

**Medium/Product Prices:** The Metro West Festival of Trees and Holiday Sampler wants all of us to be profitable at the show. This show is a two part show the trees raffle and holiday items to purchase. We suggest that the products you bring to this show is priced accordingly. We suggest items in the price range of \$5.00 to \$150.00.

**Other Activities at the Show:** There will be assorted entertainment. The entertainment will be from local schools (chorus, band, etc.) community groups, and churches.

**Break Down Time:** Disbanding the show will start at Sunday November 18<sup>th</sup> at 5:00 PM and end at 10:00 PM. Porters will available.

**Ceiling Height:** The ceiling is high enough for a canopy, however, a 10 x 10 canopy does not fit in a 10 x 8 space. We do not recommend a canopy.

**Space Size:** The space sizes we offer are 10 X 8 or 15 X 8 booths. We do have booths with corners and are available on a first come first serve basis. Check our web site for the floor plans; [www.paragonshows.com](http://www.paragonshows.com)

**Electricity:** If you require electricity, there is an additional fee of \$50.00 and should be ordered at the time of your application is submitted. Applications can be found on our web site: [www.paragonshows.com](http://www.paragonshows.com)

**Pipe and Drape:** There will be pipe and drape accordingly for this facility.

**Table rental:** We do not offer table rentals, sorry for any inconvenience this may cause you.

**Entrance Fees:** Admission fees are \$7.00 per adult and children 12 and under are free with an adult. There are \$2.00 of coupons located on our web page: [www.paragonshows.com](http://www.paragonshows.com)

