

August 12, 2024

Dear Craft Exhibitor:

This letter is to confirm you have space(s) reserved for the **Saturday, October 19 – 65th Annual Craft Carnival** show held in Clarinda, Iowa. Exhibits will be on display at the Page County Fairgrounds, the Clarinda Academy Gymnasium, Clarinda High School Gymnasium, and the Clarinda Lied Center Gymnasium. All facilities and grounds are non-smoking. A Clarinda map is enclosed for your review. The addresses of the buildings are as follows:

Page County Fairgrounds - 200 South 6th Street (listed on the map)
Clarinda Academy Gymnasium - 1820 North 16th Street (listed on the map)
Clarinda High School Gymnasium – 100 North Cardinal Drive (map legend – letter A)
Clarinda Lied Center Gymnasium – 1140 East Main Street (map legend – number 21)

All food vendors must contact the Food Inspector, Aaron Vetter, directly this year to verify you have the necessary food licensing requirements for our event at 515-336-2007. All exhibitors must provide their sales tax permit identification number to the Chamber office by Friday, September 6, 2024, to participate.

Your assigned building and space(s) are located on the front mailing label to the right of your name. The following key may be used to determine the building in which you are assigned:

AAB	Academy Activities Building
CLC	Clarinda Lied Center Gymnasium
CP	Cow Palace @ Page County Fairgrounds
HS	Clarinda High School Gymnasium
WIB	Wibholm Hall @ Page County Fairgrounds
SWIB	Wibholm Hall-South Annex @ Page County Fairgrounds

All spaces are approximately 8 ft. long and 5 ft. deep. Exhibits must be in place by 7:30 a.m. on Oct. 19 or your booth space will be reassigned. Vendors are advised to contact the Chamber office regarding cancellations or you will be unable to exhibit the following year. If you desire, you can set up on Friday, Oct. 18 from 4 to 8 p.m. or from 6 to 7:30 a.m. on Oct. 19. Doors will be open to the public Saturday at 8 a.m. and remain open until 4 p.m. You will be free to dismantle your exhibit at 4 p.m. and not before.

We encourage exhibitors to bring their tables. If we furnish your table, there will be an additional fee of \$15 per table. We will **NOT** have extra tables available to rent when you arrive. Tables **MUST** be reserved and paid for in advance. Everyone is to provide his or her table cover. Bring your display sign for your booth, if you desire. **You will need to furnish your backdrop and chairs. Electricity, if requested, is not guaranteed. Wi-Fi is not available.** Vendors will need to bring enough money to provide change for their booth. Please clean your booth before leaving. Food will be available on the grounds. **No Pets allowed.** We encourage exhibitors to park away from the buildings after unloading for better public access. There will be no parking allowed from 7:30 a.m.- 4 p.m. the day of the event on 6th Street west of the Cow Palace and the Wibholm-South annex.

If circumstances make it impossible for you to exhibit, please notify us immediately. **We will NOT refund money after September 6.** We reserve the right to remove merchandise deemed inappropriate. Please find enclosed a listing of lodging and camping facilities. Onsite camping at facilities is prohibited. Feel free to contact our office if you have any additional questions or concerns. Thank you for participating in this very successful event.

Sincerely,



Elaine Farwell, Executive Director