

Show Furnishings Timeline 2020

January –

- Update job description
- Notify P&D company of ClayFest dates.
- Ask if P&D per booth price has gone up – (for application & budget).
- Get and return signed contract – Fern Expo.

February

- Submit budget at steering committee meeting - P&D plus fairgrounds equipment. Get current fairgrounds equipment price list from CF chair before that.

Aug/Sept

- Receive participants list from Registrar – create your own excel list with just the info you need.
- Keep track of drops and adds on your own list.
- Send email to all participants with P&D about the possibility of renting an extra light bar that goes front to back for an extra \$5.
- Send email to confirm equipment needs of chairs for common areas.
- Send deposit check to P&D company (at least half) whenever contract requires – (2 weeks prior). Have the treasurer write a check at the Sept meeting.

September

- Send out email to new potters who did not request P&D in September to be sure they understand the set up and don't in fact want P&D. It's a lot easier than making changes on day of set up, and keeps Fern Expo happier.
- Get fairgrounds equipment order to CF chair at least 3– 4 weeks before show (and treasurer).
- Send list and maps to P&D company at least two weeks before show or whatever contract requires – scan & send as jpg's.
- Send table&chair info to Bldg chair so that they can make location map for Wed taping day – building committee. *Bring list myself as well being on Bldg committee.*

Week of show

- Fern Expo sets up at noon Wed -- check in about when the walk through is, making sure that what they have done matches our map.
- Friday – meet with demo chair and sound professional for demo of microphone in demo area.
- Be available Thursday afternoon and Friday for any changes/needs for P&D --- have phone number to call Fern contact person. Stuff comes up and Fern Expo wants to deal with one person (the chair).

At or After show

- Coordinate with bookkeeper to see that all booth fees are correct as pertains to P&D, tables, chairs – and extra light bars, false back drop (extra wall) or pipe only.

We need double curtains around electrical boxes in 3 places if booths on either side are the same color – between 30&31, 36&37, 48&49. And need extra bars for electrical wires across aisle around booths 48/49, 52/53 AND gallery to 36&37.