



**6th Annual Fredericksburg Arts & Crafts Faire**  
March 31<sup>st</sup> - April 1<sup>st</sup>, 2012  
**MOVE-IN / OUT INSTRUCTIONS**

**Move-In & Move-Out times / Show Schedule:**

Wednesday	3/28/12	8am - 5pm	IN-HOUSE Decorating Set up
Thursday	3/29/12	8am - 5pm	IN-HOUSE Decorating Set up
Friday	3/30/12	8am - 8pm	Exhibitor Move-In (LOAD IN NORTH SIDE LOADING DOCK)
Saturday	3/31/12	7:30am – 9:00am	<i>You must Call to make Arrangements</i>

NO EXCEPTIONS... EVERYTHING MUST BE MOVED IN BY 9:00am on SATURDAY 3/31/12

<b>Saturday</b>	<b>3/31/12</b>	<b>10 am – 6 pm</b>	<b>Show Hours (Exhibitors may enter at 9 am)</b>
<b>Sunday</b>	<b>4/01/12</b>	<b>11 am – 4 pm</b>	<b>Show Hours (Exhibitors may enter at 10 am)</b>
Sunday	4/01/12	4pm – 8pm	Exhibitor Move-Out
Monday	4/02/12	9 am – 5pm	<b>IN-HOUSE Decorating Tear out</b>

**Check-In Procedures:**

Booth & Bulk spaces must be paid in full PRIOR to move-in day.  
Vendors who owe payment will not be allowed to move in.

- Check-In at registration before moving in any exhibits.
- An Expo Center representative will give you parking instructions and will direct you to the appropriate load-in doors. Please dress weather-appropriate!

**Move-In Details:**

- PLEASE SEE SHOW MANAGEMENT FOR PARKING INSTRUCTIONS.
- Hand carried items only will be permitted during move-in on Saturday. Handcarts will not be permitted during move-in on Saturday.

**Move-Out Details:**

- All booth spaces must be empty by 8pm on Sunday, April 1st, 2012.
- All exhibitors must be off the premises by 12 Noon on Monday, April 2nd, 2012.

DISPLAYS AND PRODUCTS MUST STAY ASSEMBLED UNTIL THE END OF THE SHOW.

**DO NOT PACK UP EARLY!!!!**

Vendors who start to pack up PRIOR TO 4PM ON SUNDAY will jeopardize their eligibility for future Ballantine Productions events.