



35th Annual Doll and Teddy Bear Show & Sale
August 4 & 5, 2018
Exhibitor Information and Rules

Show Description: This is a professional, well-balanced show with quality exhibitors in all categories including antique and collectible dolls and teddies, original artist dolls and teddies, reproductions, doll clothing, furniture, accessories, books and more.

Show Location: Founder's Hall at Sauder Village, 22611 State Route 2, Archbold, Ohio, four miles south of exit #25 off the Ohio Turnpike, just 45 miles west of Toledo.

Show Dates and Hours: Saturday, August 4, from 10:00 a.m. – 5:00 p.m.
Sunday, August 5, from 11:00 a.m. – 4:00 p.m.
Exhibits cannot be dismantled before 4:00 p.m. on Sunday.

Acceptance into the Show:

- Because this is a **juried** show, table space allocations are made based on merchandise quality and category and the desire for maintaining the show's variety and freshness.
- Prior exhibiting does not necessarily guarantee space in future shows.
- Notification of exhibitor acceptance into the show will begin mid-April following the early application deadline. Applications will continue to be accepted after this date and will be given consideration for any remaining exhibit tables.
- If you are a first-time exhibitor, you must submit close-up photographs of your merchandise as well as a photo of your overall exhibit space. (Photos may be submitted via mail or e-mail, or you may direct us to your website).

Check-In and Set-Up: Friday, August 3 from 1:00 p.m. – 6:30 p.m. and Saturday, August 4 from 6:30 a.m. - 10:00 a.m. Please come directly to the registration desk in the lobby of Founder's Hall to check-in and receive your table assignment. For the convenience of our guests, all exhibitors' vehicles are to be unloaded and moved away from the entrance before the show opens to the public.

Promotion: Show fliers and Sauder Village brochures are provided for use in promoting the show to your customers. Please specify on your application the quantity of brochures that you would like us to send to you. If you are accepted into the show, Sauder Village will submit a press release on your behalf to your newspaper of choice, based on the completion of the information on the exhibitor application.

Exhibit Tables and Fees: Exhibit tables are 8'L x 30"W x 29"H. Some 6'L x 30"W x 29"H tables are also used in the exhibit due to floor planning requirements. Table fees are \$45 per table. Comfortable, upholstered folding chairs are provided at no charge. Due to space limitations, table placement does not provide for exhibitors to sit behind their tables.

Table Assignment: If you have any preference or comments regarding the location in Founder's Hall of your exhibit tables, please inform us of this when submitting your application. We will try our best to accommodate each exhibitor's request as possible. Thank you for understanding that it is not always possible to accommodate all requests.

Exhibit Rules:

- Provide your own attractive floor-length table covers for all exhibit tables, covering at minimum the front and sides of your tables (unless otherwise notified).
- Place all boxes and packing materials under the exhibit tables, or remove them from the Hall prior to opening of the show.
- All merchandise, tables, racks and accessories must be inside your space and will not be permitted in the aisles.
- To keep aisles clear and safe for customer traffic, “U-shaped” exhibits must keep chairs within the “U”. “L” shaped exhibits may have one (1) chair just outside the exhibit space. These guidelines will be clarified during set-up on an exhibit-by-exhibit basis.
- Dealers must guarantee everything that they sell. No discount signs are to be displayed.
- Appropriate attire, preferably no jeans or shorts, and professional conduct is expected.
- Show management reserves the right to remove any objectionable merchandise or signs.

Sales Tax: Each exhibitor must have a Transient License for the State of Ohio, or a Fulton County Vendors License, and is responsible for collection of Ohio 7.25% sales tax. (Questions can be directed to the Ohio Department of Taxation, Licensing Unit, 800 Freeway Drive North, Columbus, Ohio 43229, phone 888-405-4089.)

Complimentary Passes: Each accepted exhibitor will receive two complimentary one-day passes to Historic Sauder Village and Doll & Teddy Bear Show for use either Saturday or Sunday. You may give these tickets to customers that you would like to attend as your guests! This is a \$34 value! (Passes may not be redeemed for cash.)

Show Admission: Regular admission rates will apply for guests visiting both the Doll & Teddy Bear Show and Historic Sauder Village, but for those who only want to see the show, a special “show only” admission rate of \$8.00 (discounts apply) is available.

Food Service: Each exhibitor will receive two tickets for a complimentary roll and coffee during set-up on Saturday morning. These tickets are to be put in the basket in the Hall kitchen when you receive your complimentary food. Light lunch service will be available for purchase in the Founder’s Hall kitchen for exhibitors only, both Saturday and Sunday. The Village Café and Barn Restaurant are other options on the complex, however may involve a wait.

Lodging: Exhibitors in last year’s show are eligible to make an early reservation at our beautiful 98-room country Inn. If you did not exhibit last year, but wish to this year, please wait for your confirmation for exhibit space in this year’s show before making a reservation, based on availability. All confirmed exhibitors are eligible to receive a special rate on rooms at the Inn. Our 87-site campground, complete with Splash Pad/Water feature, bathhouse and laundry, is another option. All lodging arrangements must be made directly with the Sauder Heritage Inn and Campground reservationist (800-590-9755 ext. 3001).

Parking: There is ample free parking with easy access for loading and unloading. Before the opening of the show, all exhibitors are asked to park away from the main entrance to the Hall.

Historic Sauder Village: Sauder Village is a non-profit institution offering guests experiences rich in history, hospitality, creativity and fun. We realize that the days of the show are very busy and usually do not allow you to take time to visit Historic Sauder Village. If your schedule permits you to arrive on Thursday or early Friday, please let us know. We would be happy to make arrangements for you to be our guest on one of those days so that you can experience all that the Historic Sauder Village has to offer. It is a special experience that we know you would enjoy!

Questions? Call Dawn Hauter, Marketing & Special Events Coordinator, at 800-590-9755 ext. 3076 or e-mail dawn.hauter@saudivillage.org.

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