

## SHOW NOTES FOR EXHIBITORS

**Exhibitors may set up their displays from 6:30 a.m. – 10:00 a.m. on Saturday morning. The showroom will be unlocked for exhibitors at 10:00 a.m. on Sunday morning.**

**Open to the Public: 10:00 – 5:00 Saturday; 11:00 – 4:00 Sunday; Room will be locked from 5:30 p.m. Saturday until 10:00 a.m. Sunday, will open at 11:00 a.m. Sunday to the Public.**

**TABLES:** Ramada West will have the tables (full table is 8' x 30") covered. We encourage you to use your own throw/skirt if desired (some of their covers are very worn). Two chairs are also provided per table. .

**SALES TAX:** The Topeka sales tax rate will be found with the tax materials in your show packet. Each exhibitor is responsible for their own tax return and those that are selling tangible property at the event shall have their records from sales at the event available during business hours (KSA 79-3609). The Kansas Department of Revenue requires that we provide your name to them, whether you sell an item or not, they will contact you if you do not return the form enclosed in your packet. Our location is Topeka, Shawnee County - TOPSN

**RAMADA WEST PHONE NUMBER:** 785-272-8040.

**UNLOADING:** The most convenient door is on the South side the Hotel under the canopy. Please don't hesitate to ask for assistance to carry in your items from your vehicle Saturday morning to your table area.

**PARKING:** When you finish unloading your items, PLEASE MOVE YOUR VEHICLE TO THE FAR WEST PARKING LOT. Our visitors/buyers will appreciate having nearby parking. We may lose a few visitors when they are unable to find a close parking spot. We are here for the day (weekend), they come and go throughout the day.

**FOOD ON PREMISES:** A restaurant is on site for breakfast and an evening meal, the restaurant is closed during the noon hour. However, there will be a small buffet style lunch available in the Shawnee Room for those interested. Hot and cold food selections served in an enclosed area for approximately \$ 10 per person. There are several fast food restaurants nearby, particularly on Wanamaker St. The Ramada requests that food & beverages served on the premises are provided by their catering dept.

**BRUNCH:** Sunday Brunch will be at 8:30 a.m. at the Coyote Canyon 1251 SW Ashworth Pl Topeka, Ks.

**PACKETS:** Saturday morning you will find a packet of material on your table. Please check the packets on your table for Judging Materials and other pertinent Show Information.

Your table Number is enclosed on a separate sheet and will only change should there be extenuating circumstances.

(Over)

*Please enjoy a free cup of coffee Saturday morning, compliments of KVW.*

*Located on the east side of the room, next to Carlan Honaker's tables.*

**Future Show Dates:** Nov 17 & 18, 2018 Nov 23 & 24, 2019

**Silent Auction:** If you are able, we would appreciate if you could donate an item to our silent auction. Please turn your item in no later than noon on Saturday.

**Show Judge:** We are pleased to have Gerald Copeland from Holton, KS as our 2017 show judge.

**Show Site Motel** - Ramada West 605 SW Fairlawn Rd, 785-272-8040. A block of rooms are being held for show participants – just tell them you are an exhibitor at the Kaw Valley Woodcarvers Show. Rooms are \$90 plus taxes (approx. \$15). Ramada suggests calling direct to the Topeka location prior to November 03, 2017 to insure a room is available. Reservation is for a king size bed, or two queens; a full buffet breakfast is included in the price.

**Nearby Hotel Information: A Few Other Motels Nearby (and there are several others besides what is listed)**

**Super 8** - 5968 SW 10<sup>th</sup> – 785-273-5100

**Motel 6** – 709 SW Fairlawn Rd 785-272-8283 1-800-466-8356

**Holiday Inn Express** – 901 SW Robinson Ave. 785-228-9500

**AmericInn** – 1518 SW Wanamaker Rd – 785-273-5365

**Days Inn** – 1510 SW Wanamaker RD – 785-272-8538 1-800-329-1073

**Comfort Suites** – 6213 SW 10<sup>th</sup> Ave – 785-246-6777 1-800-424-6423

**Best Western Topeka Inn & Suites** – 700 SW Fairlawn Rd - 785-228-2223

**General Show Information** – There are 74 table spaces in the Ballroom, we are using 7 table spaces for our silent auction, show related activities and to promote woodcarving and our club. . There are 67 tables for our exhibitors and vendors. We are pleased to have 3 vendors returning for this year's show. Please take a moment to stop by, re-stock your supplies and welcome them back to our show. We work to promote attendance at our show as well as awareness and interest regarding woodcarving. Our club is a 501 c (3) organization. One of our annual member activities is to carve ornaments for a Christmas tree the Club has purchased. This tree along with the carved items on (and under) is then donated to Sheltered Living (SLI) to be included in their December fund raising auction. Funds raised at the auction help support their organization; and improve the quality of life of their clients. Our tree typically brings in excess of \$1500 Please take a few minutes to view the tree that sits near the entrance door to the show.