Hello, Gobble Up Seattle Vendors!

We are so excited for this event! While many of you have worked with us in the past, many of you are new and may not realize that there are only THREE of us managing numerous events this holiday season.

The reason we send out a number of emails leading up to the show is so you can be prepared and won't have any surprises, and so we know we've covered all the important bases so we have the bandwidth to manage whatever may come up...because something always comes up! So we cannot stress enough to *please* read all your emails about the show as thoroughly as you can.

Last year we had a lot of people arrive at check-in not knowing what swag was, and it makes for a stressful load-in when we have to take time away from checking in vendors and handling load-in troubleshooting to explain things like this on the spot. If you are not prepared it can also mean unexpected fees or costs for you, so it behooves all of us to make sure you're not missing any crucial info! We really appreciate it!

Three important points to bring to your attention this week:

1) Furniture Rentals

We do have furniture rentals for this show, and you can purchase them for your booth right here. <u>6' Tables</u>: \$18 each <u>Chairs</u>: \$5 each

We'll have these waiting for you at your booth when you arrive for check-in on the 18th. **The deadline to reserve these rentals is November 1st.**

2) Load-in request

Load-in will begin at 7:00 a.m. on Saturday, and the last load-in slot will be finished by 9:00 a.m., giving everyone an hour before doors open to put the finishing touches on their booths. Please request your load-in time slot <u>right</u> <u>here</u>. If you do not submit a response by **next Monday, October 16th**, you will be randomly assigned a time.

3) Signature Required!

To make sure there are no surprises day-of-show, we'd like each of you to sign off on five important points <u>right here</u>. **Please be sure to also do so by this Monday, October 16th**.

Thanks so much!

-Lindsey, Kristen & Heather