

May 21, 2010

Dear UCA Member,

You have been accepted into the 2010 Upcountry Artist Sugarloaf show to be held on **October 9 and 10**. On the UCA web site; www.upcountryartists.com is a floor-plan of the rooms rented at the Sugarloaf base lodge. On the floor-plan you can find your name and location of your booth space. **Show hours are 10 am – 5pm on Saturday, and 9 am – 4pm Sunday**. Please note the ****NEW**** time for Sunday from previous years. Please do not break down your exhibit until the closing time on Sunday.

If for any reason you are unable to attend the show, please contact KiKA as early as possible. By phone: 207-778-5642 or via e-mail: info@kikasoriginals.com. As a reminder, there is only a full refund of the show fee (\$50 per space) prior to September 1, if a replacement can be found. No refunds will be given after September 1. Failure to notify KiKA of nonattendance will jeopardize acceptance into future shows.

Space is limited so please only bring display units which will fit in a space approximately 100 square feet. Remember not all spaces are 10 by 10 foot square especially those located in the Maple and Oak rooms. Sugarloaf will provide chairs and tables. If using tables, please drape them with material that reach the floor. You may want to bring lighting for your booth. Power will be provided near your space, however you may need extension cords to reach outlets. Locate your booth location by referring to the room diagram.

The base lodge will be open for set-up on Friday from 2-8PM. **Please do not arrive before 2PM**. Doors will be open on Saturday at 7:30 AM. **If unloading using the King Pine entry, PLEASE DO NOT PARK directly in front of the door or the handicap access ramp this inhibits other's from unloading**. People located in the Maple room can drive past the King Pine doors and go to the door facing the mountain to unload. People located in the Oak room should continue up the graded slope to the access ramp for the second floor entrance. After unloading promptly move vehicles to the Chapel parking lot as soon as possible so that others may access the doors. All exhibitors should be totally set up by 9:45am on Saturday.

A tally of all sales is required at the end of the show. Upcountry Artists' commission is based on all money excluding tax collected at the show including gross sales and deposits on commission work accepted during the show. Simply put, total your sales for that weekend and 5% of all monies collected will go to UCA. **Please be prepared to write a CHECK for the 5% commission at the end of the show**. Checks should be made out to "Upcountry Artists" and handed in to KiKA on Sunday, at the end of the show.

You can find most of the show information, applications, space assignments, letters, etc. on the Upcountry web site: www.upcountryartists.com.

UCA gets a group discount for accommodations at Sugarloaf for the show weekend. If interested in making a reservation, please call Sugarloaf at: 800-843-5623. Mention that you are a member of Upcountry Artist to receive the discount. Certain restrictions apply, so be sure to get all that information.

Have a wonderful summer and a profitable summer art show season.

See you in the fall,

Kika

KiKA Nigals

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