



Laguna Woods Village®

OPERATING RULES Arts & Crafts Bonanza

A. Who can register?

1. Participants must be residents of the community. No nonresidents are allowed.
2. Participants must be using at least one of the shops to produce the items for the Bonanza. Clubhouse 4 users take precedence. A waiting list shall be created for residents interested, but not working at the clubhouse shops.
3. No resale items allowed. Products for sale must be created by the vendor.

B. Bonanza registration

1. Call for artists will be advertised approximately eight weeks before the event.
2. Signup will be during a set day and time, in person, at Clubhouse 4. Location at the clubhouse, date and time will be announced.
3. Each room will have a registration organizer present.
4. Registration form will be handed to the organizer of each room. Organizer is to collect signed forms and registration fees.
5. A number will be assigned to the registered resident.
6. After registration closes, the numbers will be drawn by staff for the table lottery.
7. Table assignment will be posted in the Clubhouse 4 office window.
8. Fees: \$20 per individual selling for themselves (subject to change).
9. Fees: \$20 per club selling; proceeds go to charitable organization (subject to change).
10. Each organizer will submit a setup request for their room, containing total number of tables/chairs and any other items needed for the setup one week prior to the event.
11. A waiting list will be created when all spaces are sold out. In case of a cancellation, first person on waiting list will be contacted.
12. Lapidary:
 - (a) Each person gets a table in the main room or an eight-foot table in the classroom.
 - (b) A waiting list will be generated when all spaces are sold out. In the event of a cancellation, the first person on waiting will be contacted.

- (c) In the event of a cancellation, the person who requested full table on the registration form moves up to full a table.

C. Duration/Setup

1. First weekend in November (subject to change).
2. Setup requests must be submitted one week prior to set Bonanza date.
3. Rooms will be set up during the last two day before the show starts. Schedules for individual rooms will be discussed with the room organizer.

D. Advertisement

1. Flyers
2. Posters
3. Newspaper (Globe, Register and others suitable publications)
4. Facebook, Laguna Woods Village website and social media will be handled through the Department of Recreation and Special Events/Marketing and Communications Division.

E. Decoration

1. Clubhouse staff is responsible for the outside decorations (subject to change).
2. Clubs and room organizer are responsible for room decorations.

F. Entertainment is organized through Recreation.

G. Use of hallways

1. No tables allowed in outside hallways.
2. Exceptions are sponsors, the portable bar, info tables for slipcasting, photo lab and Recreation table
3. Live music or entertainer is allowed in the hallway.

H. Parking

1. Vendors are to use the parking lot for loading and unloading only.
2. Vendors are to remove their cars from the Clubhouse 4 parking lot if possible and park in the adjacent neighborhood.
3. Nonresident visitors may park at a disclosed location and use the shuttle service to attend the event.