

**OPERATING RULES
Arts & Crafts Bonanza**



A. Who can register?

1. Participants must be members of the community, no non-members allowed.
2. b. Participants must be using at least one of the shops to produce the items for the Bonanza, no resale.

B. Registration for the Bonanza

1. Fees: \$10.00 per individual selling for themselves. (subject to change)
2. Fees: \$10.00 per club selling, proceeds go to charitable organization. (subject to change)
3. Registration form will be handed to the organizer of each room. Organizer is to collect the signed form and the registration fee.
4. Each organizer hands over the registration to the clubhouse supervisor no later than one week before the Bonanza event.
5. Each organizer will hand a set up request for their room, containing total number of tables/ chairs and any other items needed for the set up one week prior to the event.

C. Duration/ Set up

1. First weekend in November, subject to change.
2. Depending on the schedule for each individual room up to two days in advance.
3. Set up request need to be submitted one week prior to set Bonanza date.

D. Advertisement

1. Flyers
2. Posters
3. Newspaper (Globe, Register and others suited publications)
4. Facebook, Laguna Woods Village web page and social media will be handled through the Recreation Department.

E. Decoration

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

F. Entertainment is organized through the Recreation Department.

G. Use of hallways

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

H. Parking

1. Vendors are asked to use the parking lot for loading and unloading only.
2. Vendors are asked to remove their cars from the CH 4 parking lot if possible.
3. Non-resident visitors are parking at a disclosed location and use the shuttle to come to the event.

September 2017