

Notes for the Doll Show

Operating a Doll Show at the Kane County Fairgrounds requires much more work than putting on a Show at a Hotel. So I need your help and understanding with the following.....

Set Up Time: I am responsible for opening and closing not only the buildings but all of the exterior gates to enter the Fairgrounds....including the Pasture style gates and the Sliding Cyclone Fence Gates on the perimeter of the Fairgrounds. That is one of the reasons Set Up is at 6:30am on the day of the show - Sunday. I need the extra time to open, pay the security guard and be ready for everyone when the Roll Up Door opens. So I am asking that you do not enter the facility until 6:30am.

I ask for your cooperation on Saturday Set Up as well. I do not have access to the building until 12 Noon. I am responsible for setting up all the tables and chairs. With the help of Kim Gould, we supervise and set up everything to be ready at 4:00pm when the Roll Up Door opens. There will also be people who enter early at my request for special tasks....such as setting up the Special Exhibit. I need every minute of that time to be ready. So I am asking that you do not enter the facility until 4:00pm.

Loading & Unloading: All loading and unloading is to be done thru the rear Roll Up Door only. This rule is in place to prevent wind from whipping thru the room and to protect your merchandise from blowing over. I have had my whole booth blow over in Robinson Hall due to wind whipping thru the room. It is also to keep the room cool during warm weather and warm during cooler weather. Please do not load thru the front doors.

Handicap Parking: Kane County has made a decision to place the Handicap Parking on the back side of the building as well as the Handicap Entrance. It is not an ideal set up but the County will not change it. If you are disabled and wish to enter thru the front door for convenience, please let me know in advance. However I am still requesting that your Helpers load and unload your vehicle thru the back Roll Up Doors. Also, please be careful that you **DO NOT PARK** in Handicap Parking. Someone called the St. Charles Police at the last show and people were issued Tickets.

Trash: I am responsible for removing all the Trash from the facility. I have arranged for some of the Doll Clubs set up at the show to help with Trash Removal throughout the Day. If you have large trash items you need to discard at the end of the show, **DO NOT** use the trash cans inside. All Boxes and Large items must be taken to the Dumpster in the back.

\$500 Cleaning Deposit: For each show there is a \$500 cleaning deposit required. The Facility must be left in the same condition as when I arrived. If it is not, the Fairgrounds will deduct that from my Cleaning Deposit. Please remove all trash from your booths and check the floor. Leave your booth as clean as when you arrived. I do have someone who sweeps the floor with a dust mop at the end of the day, but there should be no "Trash" left behind.

Porters: For those of you needing help loading and unloading your car, I am going to have a sign-up sheet to help the Porters be more organized. Everyone will then know who is next. You can also call or email me to be put on the list. It is on a first come first served basis. There have also been comments on the size of the carts used. These carts are not supplied by the Fairgrounds. I have purchased these Carts for the convenience of the Dealers. They are stored at my home and hauled to each show. I hope to purchase a 3rd cart for the next show so I can have 3 people assisting with loading and unloading.

I realize this is a lot of information. But I think it is important that you understand the work required to host a show at the Kane County Fairgrounds and hope you will support my requests.

**Thank you for supporting the show.
You have all made it very successful!!!**