

March 2011

The **Annual Spring Art, Wine & Jazz Festival** is not too far away. The dates of the festival are **Friday, May 6 through Saturday, May 7**. I wanted to send you a quick note to provide some logistical information and details.

First, the times for the Art/Craft display are Friday from 5 p.m. – 8 p.m., Saturday from 10 a.m. – 8 p.m., and Sunday all art, etc., must be removed by 9:30 a.m. It is **not important** that you are here every minute of the times listed, however, if a customer expresses interest in a piece of your art while you are not present, we will attempt to take their name down and make sure that you are able to talk to them before the weekend ends. We will provide the space for you to display your art or crafts at a nominal fee of \$20. This fee will help offset the costs for us during your stay. We ask that you fill out the enclosed registration form to help us set up for this event; just let us know how much space you'll need and how much art/craft work you will be bringing (a self-addressed envelope is also enclosed for your convenience). Please return the form to us no later than April 1. In terms of selling any of your pieces of art or craft, it is entirely up to you to take customers' charge cards, cash, or credit. Because of returns and billing, we would prefer not to allow members to use their club charge. We, of course, are not responsible for the security of your art or crafts but in the past this has never been a problem.

In terms of meals, we will provide a Friday evening sandwich and beverage table and on Saturday, a continental breakfast. For Saturday afternoon, we will provide a sandwich luncheon and for dinner we will provide a plated hot entrée. It is best to enjoy your meals near your displays for the convenience of CIC members and guests. In terms of alcoholic beverages, you are more than welcome to purchase drink tickets at the front desk. Non-alcoholic beverages, i.e., coffee, iced tea, will be complimentary and will be provided as you desire.

In terms of set up and tear down, we can provide some help in bringing items into the building and helping you at the conclusion of the event Saturday evening.

Once again, the dates of the festival are **Friday, May 6 through Saturday, May 7.**

We are very pleased to have you as a part of the overall weekend of events. Without your participation this event would clearly not be as successful as it has been through the years. If you have any further questions, please do not hesitate to call me at 419/797-4424. I look forward to working with you and to having another successful festival!

A votre sante,

Michael P. Schenk, CCM
General Manager

MPS:jfk

Enclosure

Art Wine Jazz Flyer
Registration Form
Self-Addressed Envelope

Art, Wine, Jazz Festival

At Catawba Island Club

Registration Form

May 6 & 7, 2011

Vendor Name(s) _____

Company Name (if applicable) _____

Address _____

Phone Number _____

Type of Craft (i.e., art, jewelry, pottery, etc.) _____

Amount of space needed & any special requirements. *You must bring your own table covering; we do not provide tablecloths* _____

**Please return this form by April 1
A self-addressed envelope is enclosed for your convenience**