

Toledo Doll & Bear Show & Sale ~ Seller Show Instructions

NEW NAME - Same Location

**TOCA Toledo (formerly Total Sports Complex Rossford),
10020 S Compass Dr., Rossford OH 43460**

Saturday, April 27th, 2024 ~ 9:30 AM - 3:00 PM (Early bird: 8:00 AM)

SHOW DAY CONTACT ~ www.ToledoDollShow.net ~ Karen (520) 270-0179 (Call or Text)

Seller Set-up: Friday, 1:00 pm to 6:00 pm & Saturday (Show Day), 7:00 am to 9:30 am

Breakdown: Saturday, 3:00pm to 5:30pm (FIRM)

CHECK-IN ~ Please do NOT arrive early as we will not be able to accommodate you or questions. When arriving, check in before unloading to get your name badges and table assignment. Carts are permitted but we will not have help for unloading or loading so please plan accordingly.

Once you have unloaded, park away from the loading area. On show day, please park away from the building so guests don't have to walk as far. Parking is free.

Please know that I did my very best to accommodate special requests in setting up the floor plan. Two table booths are "L" shape only. (Side by side set up is not available). Those who request electricity will be placed along the padded wall as that is where the electrical outlet is. Those are the only wall spaces.

SETTING UP ~ Table covers are to be professional (no plastic or paper, etc.) and must cover the table on the front and sides to the floor. You may, however, use any type of material to cover your tables before the show opens.

Merchandise should be clean, neatly displayed with prices clearly marked. Individual item tags may be marked "on sale" or with "percentage off", however, entire booths or tables may not be discounted during the show. "Bargain" sections or tables are allowed but must be clearly marked. Signage shall NOT be larger than 8.5" x 11". Handwritten signs should be avoided.

Merchandise must be within the confines of your booth and not below the table line, on the floor or on chairs. Three (3), Four (4), & Five (5) Table Booths are allowed a small table or rack as long as it fits in the booth. For safety reasons, displays with merchandise must not be taller than four feet (4') up from the top of the table. All boxes, containers or additional merchandise must be stored under sales tables or removed from show room and not to the sides of your booth. Extra chairs must not obstruct walkways.

DOOR PRIZES ~ We will be drawing door prizes every 20 - 30 minutes or so until 2:30 pm. You are welcome to donate a nice item for a door prize or a \$10 donation for \$10 dollie dollars. Should you receive Dollie Dollars for a purchase, you may bring it up to the front for reimbursement. Please retrieve your door prize item at the end of the show should no one choose it.

FOOD/BEVERAGES ~ The snack bar was open at the last show with hot dogs, brats and pizza among other snacks and beverages. There are also plenty of restaurants very close by or you may want to bring your own food. More information on the website or maps will be available at the front table.

DURING THE SHOW ~ It is important that you stay with your booth during show hours. We ask that neighboring sellers help each other out with breaks, with other sellers who don't have helpers, as well as at the front, if at all possible.

Receipts should be given for every purchase as packages may be subjected to be checked. Don't forget to bring business cards as many times people may call about an item after the show.

See you at the show! ~ Karen