

## IMPORTANT INFORMATION AND INSTRUCTIONS FOR FRESH WOOD FINALISTS & TEACHERS



**RESPONSE FORM:** The Response Form provides us with important information about your attendance, travel and shipping plans. **You must complete the Finalist/Teacher Response Form by Wednesday, June 10** (Regardless of your plans for the AWFS Fair).

**freshwood**

**SHIPPING:** Please read and follow the instructions on the "Shipping Instructions for Finalists" document.

**SHOW REGISTRATION:** As a finalist/teacher, you are entitled to free show entry (attendee registration) to the AWFS® Fair. Along with complimentary show registration, you can purchase up to 4 (FOUR) College of Woodworking Knowledge (CWWK) seminars at the significantly discounted rate of \$10 each and purchase additional seminars at the regular rate (teachers receive unlimited seminars at \$10 each). **Complete the Finalist/Teacher Response Form as soon as possible but no later than Wednesday, June 10 to register for the AWFS Fair and CWWK seminars.** Once you submit your completed Response Form, you will receive a registration e-mail confirmation with information on how and where to pick up your registration badge on site at the show. Your "Fresh Wood Finalist" ribbon will be mailed to you and can be attached to the bottom of your badge. **All guests** (friends, spouse, parents) **MUST be registered attendees in order to view the Fresh Wood display area** in the Central Hall exhibit area. Each Fresh Wood finalist and instructor may receive up to 2 (TWO) complimentary guest registrations, upon request. Any additional guests must purchase their own registration. General Attendee registration is \$25 in advance (online at [www.awfsfair.org](http://www.awfsfair.org)) or \$50 at the door.

**Fresh Wood Awards Ceremony:** The Fresh Wood winners will be announced at an awards ceremony on Friday July 24 4:00 p.m. at the AWFS Fair Stage (booth #5531). All students, teachers and AWFS® Fair exhibitors and registered attendees (including your registered guests) are welcome to attend this event at no added cost. Drinks and food will be available, and finalists will receive drink tickets. **Dress code: Business casual/professional.**

**HOTEL:** AWFS® has budgeted for hotel accommodations during the Fair to assist students and instructors coming farther than 50 miles. All students and teachers receive **two complimentary hotel nights** if sharing a room with another student or teacher in the contest; **one complimentary hotel night** if sharing with a non-contest related individual. **If you wish to remain longer, we can extend your reservation, but the extra nights will be at your expense.** The hotels where students are lodged are about \$80-120 a night. AWFS® attempts to house students in reasonably priced, good quality hotels, and students under age 18 not rooming with instructors or parents will be placed in non-gaming facilities. In order to plan your stay, please refer to the "Schedule of Activities". AWFS will book your hotel room based on your housing needs and preferences and you will receive a confirmation e-mail with your hotel details.

You will need to know your travel plans prior to completing the Finalist/Teacher Response Form. If you have made an error or need to make a change on the Response Form, do NOT complete another form; you must contact Adria Torrez at (323) 215-0311 immediately. NOTE: Complimentary hotel can only be provided by reserving through the Form. **If you choose to book your own hotel room outside of this process, AWFS will NOT be able to reimburse you for your hotel costs.**

**TRANSPORTATION:** AWFS has a travel allotment for students and teachers in the competition. If airfare from your geographic area is less than the allotment, you will only receive the amount of your airfare. This allows us to cover the cost of those coming a much greater distance. If you will be flying to Las Vegas, we will provide reimbursement to a maximum of approx. \$300 per student in airfare. An itinerary including proof of purchase must be provided to issue reimbursement. If you will be driving, we will provide reimbursement for mileage up to the cost of a flight from your area to a maximum of \$300, whichever is less. If driving, you must provide a written Statement of Mileage and indicate the city from which you are driving and the round trip mileage to Las Vegas.

### **Travel Reimbursement:**

- If you are flying and your reimbursement request is received by AWFS **prior to July 1**, we will issue you a check for your reimbursement amount and mail it to you immediately
- All reimbursement requests received by AWFS **after July 1** will be mailed to you **after** the show.
- If you are driving, upon receipt of your Statement of Mileage, we will mail you a reimbursement check as soon as possible **after** the AWFS Fair.