

IMPORTANT INFORMATION & INSTRUCTIONS FOR FRESH WOOD FINALISTS & TEACHERS

THE FOLLOWING INFORMATION CAN BE FOUND IN THIS DOCUMENT:

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- AWFS®Fair Registration Information
- Hotel Information
 - Planning your AWFS®Fair Visit
- Travel Information
 - Travel Reimbursement
- Project Shipping Instructions
 - Preparing and Crating your Project
 - Making Shipping Arrangements
 - Shipping Labels
 - Special Instructions for your Project or Crate
 - Self-Delivery of Your Project
 - Finalist Poster Must Be Included In Your Crate
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- Schedule of AWFS®Fair/Fresh Wood On-Site Activities
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FINALIST/TEACHER RESPONSE FORM:

The Online Response Form provides us with important information about your attendance, travel and shipping plans. Regardless of your plans to attend the AWFS Fair, **You must complete the Finalist/Teacher Response Form by Wednesday, June 7.**

Students: [Complete Finalist Response Form](#)

Teachers: [Complete Teacher Response Form](#)

NOTE: You will need to know your travel plans (arrival/departure dates, hotel room needs, etc.) 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 Adam Kessler at (323) 215-0312 or (585) 465-9613 immediately.

AWFS®FAIR REGISTRATION:

1. As a finalist/teacher, you are entitled to free show entry (attendee registration) to the [AWFS®Fair](#). This is a national trade show for the woodworking industry which is owned and operated by AWFS, and where the finalist projects will be on display and winners will be announced. Along with complimentary exhibit hall registration, you can purchase College of Woodworking Knowledge (CWWK) educational seminars at the significantly discounted rate of \$10 each. **Complete the Finalist/Teacher Response Form as soon as possible but no later than Wednesday, June 7 to register for the AWFS Fair and CWWK seminars.**
2. 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.
3. At the show, you will receive a “Fresh Wood Finalist” badge ribbon that can be attached to the bottom of your badge.
4. **All guests** (friends, spouse, or 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) or \$50 at the door.

Student Competition Awards Ceremony: The Fresh Wood winners will be announced at an awards ceremony on **Friday, July 21 4:00 p.m.** at the AWFS Fair Stage (booth #5527). 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.

HOUSING ACCOMODATIONS FOR THE AWFS®Fair:

1. AWFS® has budgeted for hotel accommodations during the AWFS®Fair to assist students and instructors coming farther than 50 miles.
2. All students and teachers receive **two complimentary hotel nights** if sharing a room with another student or teacher in the Fresh wood competition; **one complimentary hotel night** if sharing with a non-competition related individual (i.e. spouse, parent, friend, etc.).
3. **If you wish to remain longer, we can extend your reservation for additional nights at your expense.** The hotels where students are lodged are about \$80-120 a night.
4. AWFS® attempts to house students in reasonably priced, good quality hotels. Students under age 18 not rooming with instructors or parents will be placed in non-gaming facilities.
5. AWFS will book your hotel room based on your housing needs and preferences indicated on your Online Response Form and you will receive a confirmation e-mail with your hotel details.
6. **NOTE:** Complimentary hotel can only be provided by reserving through the Online Response 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!!**

WHEN SHOULD I PLAN TO BE AT THE AWFS®FAIR?

Most of the Fresh Wood activity is taking place on **Friday, July 21**. We recommend you schedule your travel around this day, i.e. arriving Wed 7/18 or Thurs 7/19 and departing Sat 7/22 (after crate-up!) or Sun 7/23. In order to further plan your stay, please refer to the “Schedule of Activities”.

TRAVEL TO THE AWFS®Fair:

1. AWFS has a travel allotment for students and teachers in the competition.
2. If airfare from your geographic area is less than the allotment, you will only receive the amount of your standard airfare. This allows us to cover the cost of those coming a much greater distance.
3. **If you will be flying to Las Vegas (LAS)**, we will provide reimbursement to a maximum of approx. \$300 per student in airfare.
4. **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:

- **To request travel reimbursement**, e-mail your flight itinerary including proof of purchase to adam@awfs.org. Include your mailing address and the name of the check payee.
- 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 within 2-3 weeks.
- All flight 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 (at or after the AWFS Fair, we will mail you a reimbursement check as soon as possible **after** the AWFS Fair.
- **Travel reimbursement requests (airfare or driving) will NOT be accepted after August 30, 2017.**

Questions? Contact Adam Kessler adam@awfs.org or (323) 215-0312 or (585) 465-9613

SHIPPING INSTRUCTIONS for FINALISTS

- 1) You are responsible for preparing your entry for shipping or delivering it directly to the AWFSFair® at the Las Vegas Convention Center, Las Vegas, Nevada. Please complete and return the **Finalist Response Form no later than June 7, 2017**, so that we know whether you: a) want to make shipping arrangements or b) plan to deliver your entry yourself.
- 2) **Preparing and Crating your Project:** While AWFS® will cover the shipping charges to transport your project to the show (and return it), **you are responsible for properly packing and crating your project for transport. AWFS® cannot be held responsible for improperly or poorly packed entries.** The transporting is arranged through Freeman Company, the AWFS® Fair show decorator and general show contractor. If your piece weighs more than 50-60 lbs., you may need to supply a forklift on your end. The truck bed is 4 ½' high; it has no lift-gate.

CHECK OUT THESE SWEET "[TIPS FOR CRATING & SHIPPING](#)" (PDF)

- 3) **Making Shipping Arrangements:** Please complete the "Student Design Transportation" and return it to Ben Hewitt at Freeman as soon as possible but **no later than June 7, 2017**. Upon receipt of your form, Ben will contact you to confirm you scheduled pickup and discuss any additional issues regarding shipping. If you have faxed your form and you have not heard from Ben by June 19, you are responsible for contacting him! His contact info is:

Ben Hewitt, Freeman Transportation Services

Phone: 817-607-5167

E-mail: Ben.Hewitt@freemanco.com

The window of time for these arrangements is very small; please make them as soon as possible.

- 4) **Shipping Labels:** You must use the shipping labels provided with the "Student Design Transportation" form. Your Finalist Number (provided to you via e-mail) must be on your shipping labels.
- 5) **Special Instructions for your Project or Crate:** If you have any special instructions for opening your crate, write the instructions in bold marker on the outside of the crate. ***If the piece needs assembly, you MUST include specific and CLEAR directions.*** Enclose them in a noticeable wrapper inside the crate. These instructions must also include a phone number where you may be reached during the weekend of July 15-17 so that we may call you if there is any confusion. Send a copy of these instructions to AWFS® ahead of time via e-mail (adam@awfs.org).
- 6) **Self-Delivery of Your Project:** If you plan to deliver your entry yourself, you must do so on **Sunday, July 16**, between 8:00 a.m. and 12:00 noon, **no later**, to the Las Vegas Convention Center (LVCC), main lobby. When Ben Hewitt calls to confirm receipt of your "student design transportation" form, he will provide detailed instructions for self-delivery. NOTE: AWFS is not responsible for reimbursing additional travel expenses related to self-delivery and may choose to do so at our own discretion.
- 7) **Finalist Poster Must Be Included In Crate:** The information needed for the poster is explained on the instruction sheet. **Please ensure that the poster accompanies your actual project, and that it is packed inside the crate in a way that will keep it flat and undamaged during shipping.** This poster will be on display with your piece, so you will want it to look nice!

NOTE: All students should plan to be on-site when the show ends on Saturday, July 22 at 3:00 p.m. (until approx. 5:00 p.m.) to re-crate their piece for return shipping. If you have one, please bring or pack a cordless drill (WITH A CHARGED BATTERY AND LABELED WITH YOUR NAME) to help crate-up go more quickly.

SCHEDULE of DEADLINES & ON-SITE ACTIVITIES



freshwood

IMPORTANT DEADLINES

Wednesday, June 7

1. Deadline to respond/return all forms to AWFS®:
 - Online [Finalist Response Form /Teacher Response Form](#) (SurveyMonkey)
 - Online [Fresh Wood Booth Volunteer Sign-up Sheet](#) (SignUpGenius)
2. Deadline to return the **Freeman Student Design Transportation** form (PDF) to Freeman

Friday, June 30

Deadline to submit your resume to Adam Kessler at AWFS for the Resume book

Sunday, July 16

8:00 -12:00 noon - Students who hand-deliver their project must arrive during this window of time at the Main Lobby entrance of the Las Vegas Convention Center.

Schedule of AWFS® Fair Activities

Monday, July 17

8:00 a.m. to 5:00 p.m. - Student Competition display set up (student participation not necessary)

Tuesday, July 18

9:00 a.m. to 4:00 p.m. - Final judging. **Students and teachers are not permitted in or near the Fresh Wood display area while judges are working!**

Wednesday, July 19

- First day of the [AWFS®Fair!!!](#)
- Visit our neighbors at the AAW “[Turning to the Future](#)” student woodturning competition display, booth #5715 and the AAW booth for turning demos with experts throughout the show!
- Check out the [Seminar Program](#), all seminars are \$10 each unlimited for teachers and students, register in advance to secure your seat!
- Visit the **Higher Education Education Pavilion** to learn about great post-secondary woodworking programs!
- Visit our Fresh Wood Sponsors’ Booths to thank them for their support: KCD Software Booth #4446 and Wagner Meters Booth #4705
- Be sure to visit the **Make & Take** booth during the show and take home a fun project, booth #10250
- 3:00 p.m. – Interview/Meet & Greet with Marc Spagnuolo, [TheWoodWhisperer.com](#) @ [the Stage](#), booth #5527

Thursday, July 20

- 8:00 a.m. - AWFS Fair Keynote Presentation: Film and Television legend John Ratzenberger!!!
- 11:00 a.m. – Fine Woodworking “[Shop Talk Live](#)” Podcast Interview with John Ratzenberger @ the Stage, booth #5527
- 4:00 p.m. – Interview/Meet & Greet with Kyle Toth, [Wood by Toth](#) @ the Stage, booth #5527

Schedule of AWFS® Fair Activities (continued)

Friday, July 21

- **9:00 to 11:00 a.m.** – **Student Competition Discussion Forum** with student competition finalists, teachers, and judges. Room N225-226
- 11:00 a.m. – [ASFD “Design Between the Lines”](#) podcast interview with furniture maker Sarah Marriage @ the Stage, booth #5527
- **2:00 to 4:00 p.m.** - Photos of ALL students with their projects, group shots of students with teachers in the Fresh Wood display booth
- **4:00 (to approx 6:00 p.m.)** - Fresh Wood and Turning to the Future Student Awards Ceremony at the AWFS Fair Stage, booth #5527. Student Competition winners will be announced at this event. A light reception will take place immediately following the ceremony (approx. 5:30 p.m.) in the nearby Maker Lounge for students, teachers, judges and guests.

Saturday, July 22

- **9:30 – 11:00 a.m.** – **Education Town Hall** – hear from teachers and students from many great post-secondary woodworking programs @ the Stage, booth #5527
- **1:00 p.m. – 3:00 p.m.** - Photos of students with award-winning projects in the Fresh Wood display area
- **3:00 p.m. to ??** - **Student Competition tear-down** – **BE THERE** to disassemble and crate your project! If everyone shows up, we should be done by 4:30-5:00 p.m. **If you have one, please bring or pack a cordless drill (WITH A CHARGED BATTERY AND LABELED WITH YOUR NAME) to help pack-up go more quickly!**

When should I be at the AWFS® Fair?

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Questions? Contact Adam Kessler at adam@awfs.org or (323) 215-0312 or (585) 465-9613

Finalist Poster Instruction Sheet

Finalist Poster: You are required to create a poster that explains your piece. (If you have multiple finalist projects, create one for each project.) The poster will be put on display along with your project. We have a great display area design planned so please follow instructions carefully on your board layout. **The poster must accompany your actual project – it cannot be shipped separately!** After the Fair, the poster will be repacked in your crate and returned to you with your project.

Here is a sample of a poster incorporating the key components. →
Please feel free to use creativity with format, font, and design while keeping in mind the requirements highlighted below.

Specifications:

1. Medium

- Use an 18" x 24" white poster board (TIP: you can purchase 22" x 28" like [this one](#) or [this one](#) and cut to size) **DO NOT use any thick material like Foamcore or mat board.** Orient your poster "portrait style"/vertically, as shown in example ->
- NEATLY affix or print project information on the board
- Use 16 pt. or larger type, any font style, for legibility of display

2. Required Components on Poster

a. Written Information:

- Your **finalist number, your entry category, and your school level** (school level = "high school" or "post secondary") in the upper left hand corner
- Project name at top in larger font than other text
- Please include any or all of the following (if appropriate, you can use the project description written for the entry or a variation of it) highlighting special or unseen features such as assembly or joinery:
 - Materials used
 - Special techniques used in creating the piece
 - Inspiration
 - Function
 - Interesting aspects of the design, challenges overcome
 - Other information that is essential to understand the unique quality of the furniture piece
 - If your project is in the "Design for Production" category, you must address the marketing and manufacturability aspects required of this category.
- **Do NOT print your name, your school name, city and state anywhere on the front of the poster!** This will compromise the blind judging process! Your identifying information will be posted with your project and display board after the judging is completed.

b. Visuals:

- (required) Some portion of a working drawing or detail
- (required) A (min) 3" x 5" or 4" x 6" photograph of your final piece in the upper right-hand corner.
- More than one image may be included – use this board to "sell" your project; visuals are welcome! Graphic designs are also welcome, but avoid backgrounds that are too busy and take away from your content.
- Do **NOT** affix 3-D objects such as buttons, rocks, etc. to the poster.

