

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

### THE FOLLOWING INFORMATION CAN BE FOUND IN THIS DOCUMENT:

- Finalist/Teacher Response Form
- 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
- Critical Deadlines
- Schedule of AWFS®Fair/Fresh Wood On-Site Activities
- Finalist Poster Instructions

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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](http://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](mailto: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](mailto:adam@awfs.org) or (323) 215-0312 or (585) 465-9613