

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

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

- Finalist/Teacher Response Form (page 1)
  - AWFS<sup>®</sup>Fair Registration Information (page 1-3)
  - Hotel Information (page 3)
    - Planning your AWFS<sup>®</sup>Fair Visit (page 3)
  - Travel Information (page 3)
    - Travel Reimbursement (page 4)
- 

### 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 Friday, June 2**

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 Adria Salvatore at [adria@awfs.org](mailto:adria@awfs.org) (562) 225-8055.**

### AWFS<sup>®</sup>FAIR REGISTRATION and HOW TO REGISTER:

1. As a finalist/teacher, you are entitled to free show entry (attendee registration) to the [AWFS<sup>®</sup>Fair](#). This is a national trade show for the woodworking industry which is owned and operated by AWFS<sup>®</sup>, and where the finalist projects will be on display and winners will be announced. Along with complimentary exhibit hall registration, all Fresh Wood students and teachers are eligible to attend unlimited complimentary CWWK educational seminars - [check out the seminar program](#) and add sessions to your registration (link below...)
2. Go here to register: [https://www.compusystems.com/servlet/ar?evt\\_uid=261](https://www.compusystems.com/servlet/ar?evt_uid=261)

3. In the “**Job Function/Title**” field, select the “**competition student/teacher**” option.

The screenshot shows a dropdown menu for the 'Job Function/Title' field. The selected option is 'Competition Student / Teacher'. Other options include 'Please Select One', 'President / Owner / CEO / VP / GM', 'Plant Manager / Supervisor', 'Sales / Marketing', 'Foreman / Production Manager / Superintendent', 'Plant / Industrial Engineer', 'Designer / Architect', 'Purchasing', 'Maintenance / Service', 'Software Design / Machine Ops / Technician', 'Consultant', 'Educator', 'Student', 'Logistics / Material Handling / Transportation', 'Independent MAKER / Collective MAKER', 'Other, please explain:', and 'Speaker'. Red arrows point to the selected option and the dropdown arrow.

As a Valued Show Attendee, if you received a Promotional Code which offers a discount off your Exhibit

4. In the “**business classification**” field, select “**fresh wood student**” or “**fresh wood teacher**”.

The screenshot shows a dropdown menu for the 'Business Classification' field. The selected option is 'Fresh Wood Student'. Other options include 'Please Select One' and 'Fresh Wood Teacher'. A red circle highlights the selected option.

5. Complete the rest of the registration process following prompts.
6. **IMPORTANT** – IF YOU ARE BRINGING A PARENT, SPOUSE OR OTHER GUEST: On the **Review Information** page, select “**Add Guest**”. You may add up to two complimentary guests to your registration. If you have more than two guests, please contact Adria Salvatore [adria@awfs.org](mailto:adria@awfs.org).

The screenshot shows a registration form with a checkbox for 'Agreement Confirmed' and two buttons: 'Finish' and 'Add Guest'. The 'Add Guest' button is circled in red.

7. **NOTE: All guests** (friends, spouse, or parents) **MUST be registered attendees in order to view the Fresh Wood display area** in the West Hall exhibit area.
8. **NOTE: NO ONE** under the age of 14 will be admitted to the AWFS®Fair show floor (including infants in strollers), **NO EXCEPTIONS**.

**Student Competition Awards Ceremony:** The Fresh Wood winners will be announced at an awards ceremony on **Thursday, July 27 4:00 p.m.** at the AWFS®Fair Live Stage, Booth #4780. 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, we will be taking photos of the event.**

#### **HOTEL/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 \$100-150 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 **Thursday, July 27**. If you are on a tight budget, we recommend you schedule your travel around this day, i.e. arriving Wed 7/26 and departing Fri 7/28 (after 5:00 p.m. so that you can be there for crate-up!) or early Sat 7/29. 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 approx \$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 confirmation with **complete flight itinerary including receipt/proof of purchase** to [adria@awfs.org](mailto:adria@awfs.org). **Include a 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 31, 2023.**

**Questions?** Contact Adria Salvatore [adria@awfs.org](mailto:adria@awfs.org) or (323) 215-0311 or (562) 225-8055