

Hi Florists!

Thank you all again for putting in so much hard work and creating another spectacular **LUNAIRE** show this year. We are truly thankful for the talent you shared with everyone who visited Westfield Valley Fair.

This email will discuss a few things highlighted below in order to not send multiple emails. (Note that the **Load Out/Strike of the event is this Tuesday, February 17th at 9:00 PM**, please reference all details

below & closely reference the example photo attached on how to leave your platform and mannequin, super important!):

1. Strike / Load Out this Sunday: **Please confirm you've received and READ this email and all the important details below.**
2. **Cooler clear out: All floral buckets must be removed from the cooler during strike/**
3. Payment Reimbursement Info

Below are your **strike instructions for this TUESDAY, Feb 17th.**

Start Time: 9:00 PM SHARP (NO EARLIER) (We are contractually obligated to have the installs up through Tuesday - this is also for public safety as the public will try to take your florals home with them if they see you striking any earlier)

Finish Time: 10:30 PM (NO LATER). It should take no more than 30mins-1 hour to clear your platform and/or prop and clean up/box your mannequin. Note we are on a schedule to remove and pack up our show with a timed labour crew, so please take this into consideration.

MANNEQUIN PACKAGING STEPS – please reference the photo attached below for how to leave your mannequin box + platform:

- Your mannequin must be **cleaned & put back in the original box** it was delivered to you in. Please ensure your mannequin box closes, so we can tape it for shipping. **PLEASE DO NOT FORGET TO BRING YOUR MANNEQUIN BOX TO STRIKE!**
- Please be gentle to avoid chipping or scratching off the paint.
- ALL pieces must be inside including the base plate and metal rod.
- Please leave the box on top of your cleared platform; we will collect it. It is being shipped directly to the next florist the following day.
- All protective bubble wrap packaging on the head and hands must be placed back.
- If you have any leftover paint please leave it on TOP of your box.

FOR PLATFORM TOPPERS (Black vinyl piece on top of the tables): Please ensure these are wiped down and cleaned properly.

PLATFORM CLEAN-UP: You must clean off the entire platform, and wipe down the vinyl topper/cover so that we can have our crew easily pack it up. Thanks!

COOLER CLEAR OUT: If you have any florals or buckets left in the cooler at the end of the show, please ensure you remove all items during strike. Our team will not be available to clear these for you, even if you no longer wish to keep the product. All items must be taken with you.

Loading Dock, Walk-in Access, Parking: Please follow/refer to the same instructions you received for set-up. We will provide parking validation again.

Supplies: This includes ladder, tarps, step stool, buckets, tools, trash bags/bins, etc. Anything YOU will need to take down your installation. Also, please bring towels / paper towels / wipes. We want to make sure the platforms and surrounding area are as dry as possible before retrieving.

Garbage disposal: Please bring your own trash bags and take ALL garbage away with you. There are three compactors available in the loading dock (cardboard, compost, landfill). Please be conscious and separate out the wire/metal for recycling if using, and ensure they go into the correct bins.

MAKE SURE THE GROUND IS SWEEPED.

Trolley/Wagon: You **MUST bring your own trolley** to transport any products/materials away.

Signage: You are welcome to keep the printed sign that was placed next to your installation, if you wish. Just do not take the sign frame/holder!

Point of Contact: Colleen Machnikowski +1.778.320.4242

Please understand that as the sole point of contact during strike, my response time may be delayed, and I would greatly appreciate it if you can be self-sufficient. But of course, I'm here to help if you need it.

Questions: Please contact us BEFORE strike if you have ANY questions about the process. We want this to be as seamless as possible for all involved.

Honorarium:

PAYMENT REIMBURSEMENT INFO: Attached via PDF below are instructions for payment reimbursement for any materials or expenses (within your honorarium budget), as well as an example fillable invoice. All florists get reimbursed once the show has completed within 10 business days, as this has always been our policy for shows. We only need to receive **ONE**

invoice from you to Fleurs de Villes for any expenses within your honorarium budget. We do not need to see your receipts. Please email to accounting@fleursdevilles.com. Do not send to me.

Thank you in advance,
Colleen

