

# WINDER FIRST UNITED METHODIST CHURCH

## SPRING INTO SUMMER CRAFT FAIR

### RULES & REGULATIONS

Please read through everything carefully as many things will pertain to you.

#### **Event Location**

This event times are 10:00 a.m. – to 5:00 p.m. This event is held at Winder First United Methodist Church on the Front Lawn of the Church. The Church is located at 280 N. Broad Street, Winder GA 30680.

Any additional information will be provided in the confirmation letters sent out the week of May 29, 2010. Payment processing signifies entry into our show. Please provide your own table cover to allow for a high quality presentation. Applications will be accepted on a competitive basis. In other words, please don't wait until the last minute to send in your application – there may not be space available.

#### **Requirements**

1. All persons, firms, companies or associations desiring to exhibit, must sign a written contract with Winder First United Methodist Church for the Spring into Summer Craft Fair, and each applicant must furnish the information asked for on contract by filling out the registration form completely, marking each box regarding booth size, table rental, and electricity. **All fees must accompany Registration.** Please make your check payable to the Winder First United Methodist Church or WFUMC. Please return your registration before the deadline of April 30<sup>th</sup> 2010.
2. Upon submitting your registration, provide picture(s) of your product(s) you plan to sell (can be a picture of your booth at another show or a direct picture of your main specific item you sell). The use of this is to help us limit the number of vendors selling the same type of merchandise (i.e. Jewelry and handbags). You can submit a picture with your Registration or email the picture to [crafftair@winderfumc.com](mailto:crafftair@winderfumc.com). Failure to send pictures could result in denial of registration.
3. Signature is required on registration form. Participants will not be allowed to set up and sell at any of the events without a signed registration on file.
4. **Show time** is Saturday May 29<sup>th</sup> from 10:00am until 5:00pm.
5. **Setup time** is as follows:
  - a. Saturday May 29<sup>th</sup>
    - i. Vendors can begin setting up outside Saturday Morning at 7:00am.
6. Limited number of booths with electricity available, given on a first come first serve basis.
7. **BOOTH SETUP** –Setup of displays must be completed by 9:30 AM Saturday and the cars must be moved to the approved area for parking. All tables must be covered with a table cover which you must provide. All displays are to be in good taste, neat and appealing to the customer.
8. Only articles that are made by the exhibitor are accepted (one exhibitor per booth), booths are subject to the approval of the Selection Committee. **Only those products listed on the original registration will be allowed for sale. The event manager must approve any additional items in advance.** The Event Manager reserves the right to reject any items that are controversial or that are deemed inappropriate for the show.
9. Exhibitor cannot share spaces, one (1) exhibitor per Registration/booth
10. Event Manager reserves the right to limit the number of vendors selling similar merchandise. This is the purpose of the pictures of your product and good description of your products.

11. Event vendor shall conduct himself or herself at all times in an acceptable manner. If vendor fails to conduct him/herself in an acceptable manner, as deemed appropriate by the Event Manager, then the vendor will forfeit all monies paid and be removed from the remainder of the show.
12. **PACK-UP OF BOOTH** – No exhibits shall be broken down nor shall any removal of structures be made before 4:30 pm. If break down is started before this time, exhibitor will not be allowed in any other 2009 Craft Fair. **All refuse must be removed from booth space area upon breakdown. If the exhibitor fails to remove the exhibit and all refuse, it may cause the space to be cleaned at the expense of the exhibitor, under which circumstances the exhibitor agrees to make immediate payment.**
13. Each participating exhibitor is responsible for collecting and making their own change for their own transactions; (cash, check or credit card) Transactions must be conducted between the buyer and the exhibitor.
14. Any individual acting on behalf of WFUMC shall not be held liable for any reason whatsoever for loss, theft, spoilage, or damage of equipment or utility malfunctions resulting in a loss to the exhibitor, and to any theft, damage, or spoilage to personal property, rented property, or items being offered, stored, or held for sale, or for individuals assisting, or volunteering assistance to the exhibitor in the operation or setting up or of taking down exhibitor
15. Any donations made will go to help fund our major event (Faith Fest [www.faithfest.us](http://www.faithfest.us)). We appreciate any donation you can make!