

Christmas Bazaar 2016 @ First Presbyterian Church Vendor Rules and Guidelines

1. **BAZAAR HOURS:** Bazaar hours will be Saturday, December 3, 2016, 9 a.m. – 4 p.m. All vendors are required to stay until 4:00 pm.
2. **SET-UP:** Set-up time begins at 7:30 am. Vendor booths should be ready by 9:00 am.
3. **CHECK IN:** Vendors should check in before setting up their display. Limited help for unloading will be available; however, help is not guaranteed.
4. **PARKING:** Vendors should park and unload in front of the Fellowship Hall (south parking lot) and then move vehicle to north parking lot.
5. **CANCELLATIONS:** No refunds.
6. **NO SHOWS:** If vendors are not present by 9 am, their space will be offered to other vendors on the wait list. Booth fees will not be returned.
7. **EQUIPMENT NEEDS:** Vendors will be provided with one table and two chairs and should bring all other supplies needed for their display including 3-prong extension cords, table cloths, etc. All tables are 6' or 8' and need to be covered (preferably festive). Additional products should be kept under the table.
8. **CHECK OUT:** Vendors must be completely moved out by 5:00 pm.
9. **CLEAN UP:** Each vendor will need to leave their area clean and orderly before leaving.
10. **BOOTH AREA:** Vendor booths will be approximately 8'x6'.
11. **SHARING SPACE:** Vendors cannot share or sell any of their space without approval.
12. **MERCHANDISE:** Only items listed in a vendor's original application may be sold. No offensive material will be permitted.
13. **DISPLAY/BOOTH RESTRICTIONS:** The building is owned by First Presbyterian Church. Display materials cannot be nailed or bolted to the floors, walls or ceilings. No taping of any kind is allowed on any painted surface. No smoking is allowed inside the building nor within 50 ft. of building.
14. **NO CHANGE MADE:** Each vendor is responsible for his/her own money & making change.
15. **FOOD/DRINK:** No alcoholic beverages will be allowed into the building. There will be concessions available for purchase. No one other than the First Presbyterian Church will be allowed to sell food for consumption on the premises unless previously approved.
16. **HOSPITALITY:** Two free soft drink/water coupons will be provided for each booth.