

2017 First Presbyterian Church Christmas Bazaar and Showcase Vendor Rules and Guidelines

1. **BAZAAR DATE AND HOURS:** FPC Bazaar is Saturday, December 2, 2017 from 9 a.m. – 4 p.m. All vendors are required to stay until 4:00 pm.
2. **SHOWCASE:** The FPC Showcase in the church sanctuary will feature performances from vocal groups, musicians and dancers. The showcase attendees will be additional shoppers for the bazaar.
3. **SET-UP:** Set-up time begins at 7:30 am. Vendor booths should be ready by 9:00 am.
4. **CHECK IN:** Vendors will check in before setting up their display. Limited help for unloading will be available.
5. **PARKING:** Vendors should park and unload in front of the church wing of Wilbanks Hall (south parking lot) and then move vehicle to north parking lot before setting up booth.
6. **CANCELLATIONS:** No refunds for cancellations.
7. **NO SHOWS:** If vendors are not present by 8:30 a.m., the space will be offered to other vendors on the wait list and the vendor will forfeit their booth fees.
8. **EQUIPMENT NEEDS:** Vendors will receive one table and two chairs and should bring all other supplies needed for their display, including 3-prong extension cords, tablecloths, etc. All tables are 6' or 8' and must be covered (preferably festive) by the vendor. Keep all supplies and additional inventory under the table.
9. **CHECK OUT:** Vendors must close their booths and remove all items by 5:00 pm.
10. **CLEAN UP:** Vendors will insure that their area is clean and orderly before leaving.
11. **BOOTH AREA:** Vendor booths are approximately 8'x6'.
12. **SHARING SPACE:** Vendors cannot share or sell any of their space without approval.
13. **MERCHANDISE:** Only items listed on a vendor's original application may be sold. No offensive material is permitted.
14. **DISPLAY/BOOTH RESTRICTIONS:** The building is owned by First Presbyterian Church. Display materials cannot be nailed, bolted to the floors, attached to walls or ceilings. Tape of any kind not allowed on any painted surface. Smoking not allowed inside the building nor within 50 ft. of building.
15. **NO CASH FOR CHANGE AVAILABLE:** Each vendor is responsible for his/her own money and making change.
16. **FOOD/DRINK:** No alcoholic beverages allowed in the building. Concessions will be available for purchase. No one other than the First Presbyterian Church allowed to sell food for consumption on the premises unless previously approved.
17. **HOSPITALITY:** Each vendor provided with two free soft drink/water coupons.