



## **Holiday Craft/Vendor Fair Vendor Rules and Regulations**

### **General Information**

All vendors must check in upon arrival.

Each vendor is provided with a 10' x 10' space. If it is your desire to cover your space, you may bring a 10' x 10' tent. Vendors need to provide their own set up. Vendors understand that they are responsible for all needed display props, including hanging materials/signs/etc. Vendors will be allowed to proudly display company banner and signage to identify their business.

While Event premises are being occupied under this agreement, the Holiday Craft/Vendor Fair Committee will provide no insurance; any insurance must be placed and paid by the exhibitor. I hereby relieve the organization, its Pastor, officers, and members and member of the Holiday Craft/Vender Fair Committee and volunteers of the safe keeping of the property while said properties are at this fair.

No electricity will be provided.

### **Booth Set Up**

Volunteers will be present to direct vendors to their assigned area for set-up beginning two hours prior (7:00 a.m. - 9:00 a.m.) to the event start time. Please do not arrive prior to 7:00 a.m. for set up. Due to safety reasons, vendors who arrive after the start of the event may forfeit pre-assigned booth location and be assigned an alternate location. All vendors must be completely set up 15 minutes prior to the event start and remain set-up and in place until the event end time.

To prevent accident or injury, any vendor wishing to leave early MUST notify a Holiday Craft/Vendor Fair Committee official. With permission, booths can be packed-up and "walked-out". No vehicles will be allowed in the area where booths are set up during event hours.

Usually set up starts 2 hours before the event start time and break down occurs within an hour after the event ends. For any questions, you can always contact our office at 703.494-4466 Monday - Thursday between 9:30 a.m. to 4:00 p.m.

### **Vendor Fees**

Vendor fee is Non-Refundable. In case the event must be cancelled for reasons out of organizer's control (i.e. inclement weather such as tornadoes, hurricanes and severe

rain, thunderstorms or wind, government imposed regulations, Act of God, venue related issues, etc.), the event will be rescheduled and the new date will be announced to all registered vendors in the event. In case the Holiday Craft/Vendor Fair Committee is unable to reschedule the event, vendor fee will be refunded.