

# BAXTER SPRINGS 1ST ANNUAL FALL FESTIVAL

## CRAFT VENDOR RULES AND GUIDELINES

OCTOBER 5, 2019



- ⇒ Craft show is located at Johnston Public Library, 210 West 10th. 9am-5pm
- ⇒ All applicants are on a first come first served basis based on when your application is received and payment processed.
- ⇒ The show is outdoors and will be held rain or shine. There is a sidewalk and street on either side of the vendors.
- ⇒ **NO REFUNDS** unless the show is cancelled by BSFF or the city of Baxter Springs.
- ⇒ Baxter Springs Fall Festival, The City of Baxter Springs, or the Johnston Public Library are not liable for the loss, damage, or injury to any persons or products.
- ⇒ **Failure to occupy space:** In the event the vendor does not occupy space 60 minutes prior to the show opening, BSFF reserves the right to sell or use the space without refund to the original vendor.
- ⇒ If the vendor is a no show, no call, they may not be accepted into future shows. (Please be courteous with a phone call if you can't make it for any reason).
- ⇒ Spaces MAY NOT be shared without prior consent of BSFF
- ⇒ **Booth set up time is 7am-8:45am.** Friday evening set up is available.
- ⇒ Cars, trucks and trailers must be moved to designated parking **no later than 8:45am.**
- ⇒ Everything must be set up and ready to sell by 9am.
- ⇒ Set up your booth only in the designated space allotted for you.
- ⇒ All vendors are responsible for all booth items. No tables or chairs will be provided.
- ⇒ Tents or canopies are highly recommended to keep a uniform and consistent looking fair.
- ⇒ Booths tearing down before 5pm will not be invited back the following year.
- ⇒ All booths are encouraged to "work" their craft during the fair, if possible.
- ⇒ **NO** food or drink is to be sold by any vendor unless paying food vendor fee. Baked goods may be an exception if approved by committee.

**I HAVE READ AND AGREE WITH THE ABOVE RULES AND REGULATIONS:**

**VENDOR SIGNATURE:** \_\_\_\_\_

Please contact Doug Scott 620-210-0518, Debbie Hopkins 918-919-1400 or

Baxter Springs Chamber of Commerce (620) 856-3131

if you have any questions or need additional information.